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ABSTRACT

This instructional kit consists of an instructor's guidebook, six user workbooks, and five magnetic tape cassettes dealing with skills for obtaining jobs. Topics discussed in the instructor's guidebook include the development of the kit, its contents, using the kit in the classroom, individual use of the kit, instructor preparation, and additional resources. Addressed in the student workbooks are the following topics: matching skills, likes and dislikes, and jobs; finding a job; filling out a job application; dressing for a job interview; and answering and asking questions during a job interview. The workbooks are also available on the accompanying cassette tapes. (MN)

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JOB getting ~~HUNTING~~ SKILLS

Written by Richard S Deems, PhD

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Developed at Iowa State University
through an Iowa Department of
Public Instruction-Adult Education
310 Project grant.

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JOB GETTING SKILLS

INSTRUCTORS GUIDEBOOK

With a tight job-market and more looking for jobs than there seems to be jobs, knowing how to turn job-hunting into job-getting is very important. This is true whether a person is looking for a job as a waitress or a bank president.

The Job Getting Skills kit has been developed to help persons get jobs. It was developed as an Adult Education 310 Project through the Iowa Department of Public Instruction-Adult Education and Iowa State University.

The reading level of the kit varies, from page to page, from 4th grade to 6th grade (using the Fog Index). Though there may be some new terms within the kit, every effort has been made to keep the language simple and non-complicated.

The artwork was designed and field tested to appeal to the kit users, not necessarily to the class instructor or others who may come in contact with the kit. Every attempt was made to keep the illustrations non-sexist.

The primary developer of the kit was Dr Richard S Deems, Adult and Extension Education, Iowa State University. Dick has worked in the field of career planning since 1975, and has participated in training under the direction of John C Crystal, Karl Bartsch, Virginia Dennehey, and David Tiedeman.

Several noted authorities assisted in the early design of this program, and included: John C Crystal, developer of life/work planning and the nation's foremost authority on career planning and job getting; Dr Virginia Dennehey, Director of the Life/Career Planning Center, Barat College, Lake Forest, IL, and a nationally recognized trainer in life/work planning; Dr Roger Hiemstra, Professor of Adult Education, Syracuse University, and nationally recognized authority on adult learning; Dr David Tiedeman, Director, National Institute for Career Education, University of Southern California, and an authority on career development.

The term, "Job Getting Skills" originated in a meeting of the above persons with the project director in March, 1979. The group agreed, that what the program didn't want to do was to help persons job-hunt --- instead, the program should help persons job-get.

In addition, help was provided by the following Iowa ABE specialists: Shirley Kolner, Rachel Goodwin, Barb Stephens, Georgie Kleaver, Bonnie Gioiello, and Linda Schmidt. Numerous ABE instructors provided evaluations of the first draft, which aided greatly in the final revisions and refinement.

WAYS TO USE JOB-GETTING SKILLS KIT

The kit was designed to be used either as part of a class or by individuals working on their own, with some teacher-assistance. As you will discover, the kit can be used as the only resource, or as one resource within a program.

It is important to understand that the suggestions made within the kit can be considered non-traditional. However, the processes and specific suggestions work! These suggestions have been found to help persons turn job-hunting into job-getting, in small communities, cities, and metropolitan areas.

The instructor will, of course, need to make some adaptations of some of the processes, from time to time. No single piece of material can be totally applicable to all situations. It is suggested, however, that the basic pro-active approach be maintained, for being pro-active is the most successful way to turn job-hunting into job-getting.

The Kit. The kit contains six sections of materials, described below:

#1 - User workbooks. Each person using the kit will need his/her own copy of the workbook. The workbook is designed as a consumable, and not to be re-used by any other users. Permission is granted to non-profit organizations to reproduce the workbook (but not the total kit) for use within programs under their jurisdiction.

#2 - If You Don't Know What Kind of Job You Want. This section provides minimal assistance to persons who don't know what kind of job she/he wants. It is intended for use only if other resources, such as Career Exploration Centers, are not available. The main content of this section is that people who know the kind of job they want do better at job-getting than those who say, "I just want any kind of job, it doesn't matter."

#3 - Where to Find Jobs. This section focuses on the most effective ways to find jobs, which is mainly, talk with people. Since employers use want-ads or agencies only if they can't fill a job by word-of-mouth (friends telling friends), job-getters will spend only a fraction of their time looking at ads or chasing down leads from ads. The effective way to job-get is to talk with people, and to apply directly to employers, whether a job is known to exist or not. Note: some production/manufacturing employers will accept applications only through Job Service offices. Your local situation will need to be checked to see if such arrangements are operational within your community.

#4 - How to Get the Job You Find. Since a job is an unmet need, and the job exists to meet that unmet need, the best way to get the job a person finds is to match one's skills with the job needs. This section contains some specific ways to "apply" for a job, including material on application forms and skill summaries (resume). The workbook includes several examples of how people have been hired, as a result of being pro-active in job-getting. It is suggested that instructors locate and have on hand several samples of application forms currently being used in their own community.

#5 - How Do I Look? This section contains some very directed material on basic grooming. It deals with regular bathing, hair-washing, and even weight. It is suggested that all users read through this section.

#6 - Interviewing. The interviewing process is described in this section, along with sample interview questions that a person can think about. Some specific suggestions on how to interview (what to wear, when to arrive, what to say) are included.

The Kit in the Classroom. In the pilot-test of the kit (1981), it was used by several instructors as part of an on-going class. The material formed the basis for discussions, and participants were encouraged to complete the work suggested in the workbook.

Some instructors used the kit as only one resource, while others used it as the primary resource. Though it can stand-by-itself, so to speak, instructors may want to add additional resources.

Application forms used in the local community are needed to supplement the information within the kit. Since application procedures vary from community to community, it was felt that the kit should contain only a basic form with local forms, ones actually being used, added by the local instructor.

If video-tape is accesible, classes may want to vt practice interviews, with the class (or at least the instructor) evaluating the interview with each user. Even if vt is not available, audio-taped interviews have been found to be helpful.

Outside resource persons can be used, such as managers who actually do the hiring. Instructors may want to contact personnel offices of local firms, or use only those managers who actually do the hiring. Since personnel offices do not always do the hiring, you will need to check this out locally.

When used in the classroom setting, it is suggested that the discussions follow the progression of the kit. The material is appropriate for use as either the major topic or as a segment of an on-going ABE/GED class.

At the end of this Guidebook are descriptions of additional resources the instructor may want to have and study.

Individual Use of the Kit. During the pilot-test, several instructors worked with individuals who were using the kit on their own. As one instructor reported, "It takes a highly motivated adult student to use this alone."

Since feedback and encouragement is constantly needed by anyone wanting to turn job-hunting into job-getting, it only follows that undereducated adults also need feedback and encouragement.

The group setting has more results than when the kit is used by one individual. However, this doesn't mean it can't be done. It will take, however, some additional instructor assistance.

The instructor can over-view the kit with the individual user, and agree on which sections the student will use. Some form of reporting on the user's progress will need to be established, and time provided for the instructor and user to review what has been done.

Encouragement becomes a key factor in this process. Sometimes, the instructor may need to add additional examples so the user more clearly grasps the idea or the instructor may need to schedule "practice" time, such as when preparing for an interview.

During the pilot-test, one ABE instructor reported using the kit with a small group of three persons. This seemed to work better than when used just by one individual, as the group, even though small, could provide feedback and support for each other.

Preparation. The instructor should first read through the entire kit, using the workbook as suggested in each section. Hopefully, the instructor will do the various exercises herself/himself, before attempting to use the material with others.

Additional reading may be needed, and suggestions are listed below. If the kit's suggestions do not seem to follow local practice, it is recommended that the instructor do some field-testing to see if the local situation is different from the material. Though this may occur, the author's research indicates that the basic suggestions made in the kit reflect the way job-getting works in most communities.

Questions/Evaluation. The developer is very interested in each instructors evaluation of the kit, as well as the reactions by the various users. Please take time to share ideas and reactions with Dick Deems, at the address/phone listed on the front cover. If you have any questions, please don't hesitate to call. Dick's home phone number is 515/292-6558.

Resources.

WHERE DO I GO FROM HERE WITH MY LIFE? by John C Crystal and Richard N Bolles. Ten Speed Press.

The basic book detailing the process of life/work planning developed by Crystal and made popular by Bolles' book, PARACHUTE. Includes an outline for instructor's use. Describes a process of total life planning (including material on how to decide the kind of job a person wants).

WHAT COLOR IS YOUR PARACHUTE? by Richard N Bolles. Ten Speed Press.

Describes the process of life/work planning, including various exercises to help persons better understand themselves. Includes various indexes, and THE QUICK JOB HUNTING MAP. These two books are "basics" for anyone helping others make career decisions.

"Career Counseling for Adults," by Richard S Deems and John Hartwig, in MATERIALS AND METHODS IN CONTINUING EDUCATION. Klevins Press. (Publication date: mid-1982).

A brief article presenting not only a philosophical base for effective career counseling, but also a practical workshop model on helping persons make career decisions and become job-getters.

A REALISTIC JOB SEARCH, by Fiona Armstrong, Myra Baum, Joan B Miller. McGraw Hill Book Company.

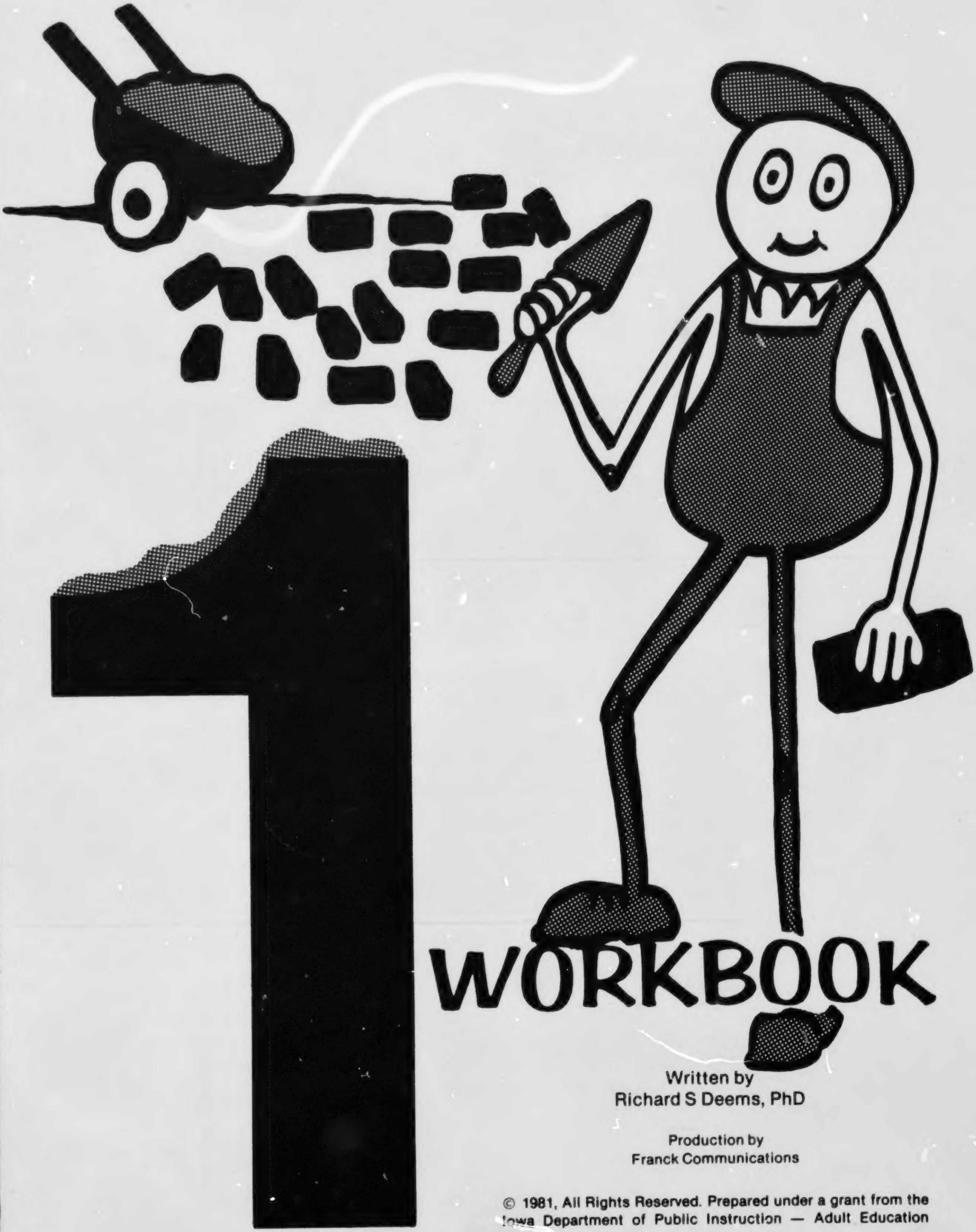
Designed to be the main resource for a class, includes specific suggestions and steps for job hunting. Written by specialists from the New York City adult education program.

310 PROJECTS DEVELOPED IN IOWA . . . .

EMPLOYMENT AWARENESS, developed by Bonnie Gioiello, Iowa Western Community College. Includes both a student handbook and teacher's book; an extensive resource for students and teachers.

JOB SEEKING SKILLS, developed by Laura Schinnow, Iowa Valley Community College. Includes a section on deciding what kind of job a person wants, as well as steps to find that job.

Both projects report success with the materials, and are usually used as part of a class. For more information, contact the authors directly.



1 WORKBOOK

Written by
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Production by
Franck Communications

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JOB ~~HUNTING~~ getting SKILLS

How do you change job-hunting to job-getting? That's what this workbook is all about. How to get a job.

If you don't know what kind of job you want, you should first look at Folder 2. If you do know, then you can begin with Folder 3.

This workbook is for you to write in and use with the kit, and maybe even show to others.

This is your own copy. I hope you use it and it works for you.

The process and skills suggested in this kit have been used by thousands of others. They have gotten their jobs. It worked for them. But it takes time.

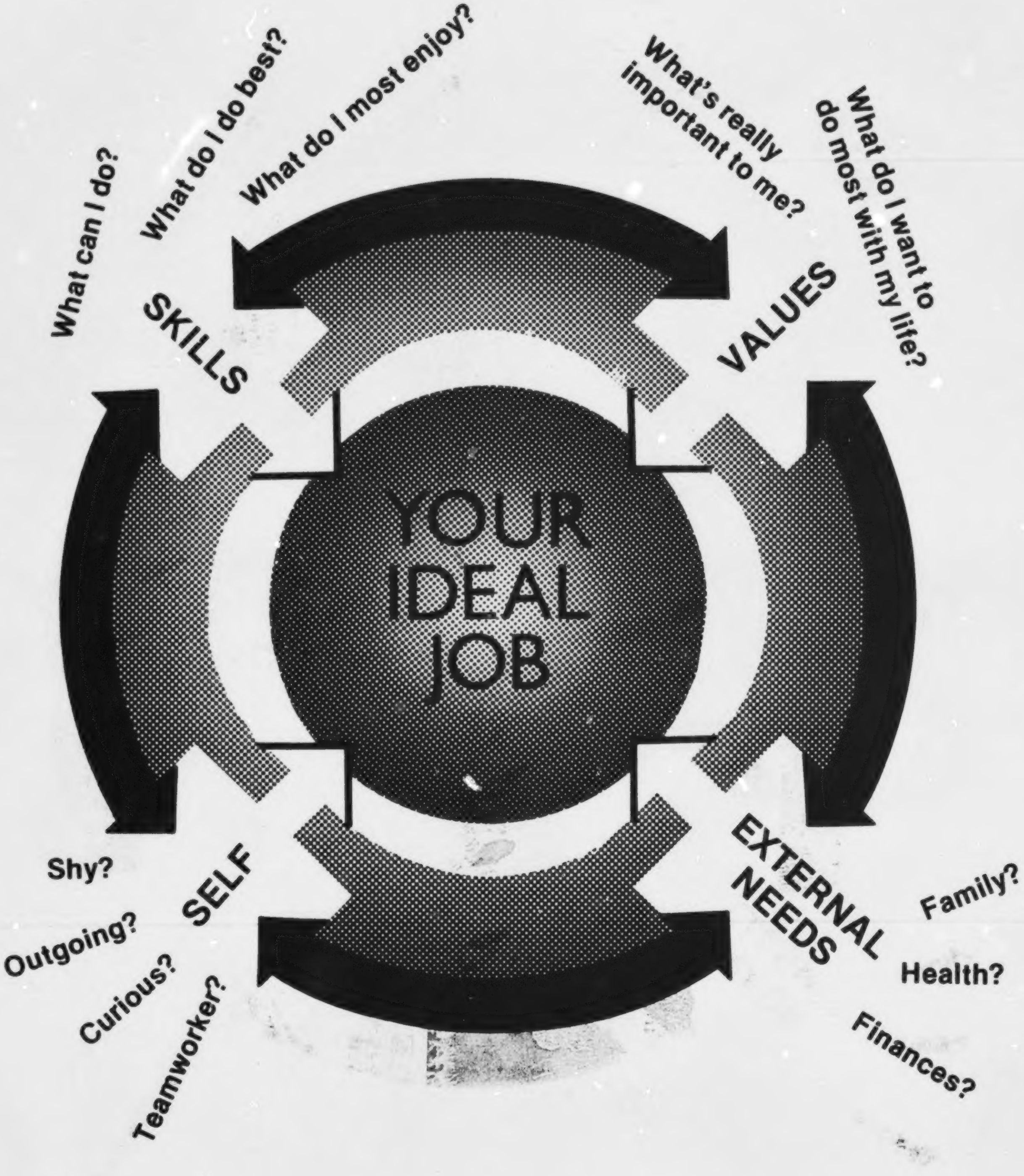
And it takes effort, too.

If you can work on the kit each day for an hour or two, that can help. If you can find several others who are job-searching, try and form a group. You can help each other.

One more thing - I'm very interested in knowing what you think of this kit, after you get your job. The last page of this workbook is a form I'd like you to fill out and mail to me. It not only helps me know how to improve the kit, but it also will help others get jobs, too.

Good luck!

Dick Deems


YOUR IDEAL JOB
SKILLS
What can I do?
What do I do best?
What do I most enjoy?
VALUES
What's really important to me?
What do I want to do most with my life?
EXTERNAL NEEDS
Family?
Health?
Finances?
SELF
Shy?
Outgoing?
Curious?
Teamworker?

JOBS

WHAT KIND OF JOBS HAVE YOU HAD? WHAT DID YOU LIKE BEST ABOUT EACH ONE? THE THINGS YOU'VE LIKED ABOUT OTHER JOBS ARE A REAL CLUE TO THE THINGS YOU MOST ENJOY. WHAT YOU MOST ENJOY IS USUALLY WHAT YOU DO BEST. THIS ACTIVITY IS TO HELP YOU THINK ABOUT PAST JOBS AND WHAT YOU MOST ENJOYED ABOUT EACH.

FIRST, MAKE A LIST OF THE LAST THREE, FOUR, OR FIVE JOBS YOU'VE HAD. IF YOU HAVEN'T WORKED BEFORE, TURN TO PAGE 4 IN YOUR WORKBOOK.

	JOB	EMPLOYER
Example →	Delivering Packages	United Parcel Service

NOW TURN TO PAGE 5 IN YOUR WORKBOOK.

THIS MAY BE YOUR FIRST JOB FOR PAY THAT YOU'RE LOOKING FOR. THAT'S OKAY, BECAUSE YOU HAVE STILL DONE LOTS OF THINGS BEFORE THAT CAN HELP YOU THINK ABOUT THE KIND OF JOB YOU WANT. INSTEAD OF THINKING ABOUT WHAT JOBS YOU'VE HAD, THINK ABOUT WHAT KINDS OF THINGS YOU'VE DONE BEFORE.

LET ME GIVE YOU SOME EXAMPLES. MAYBE YOU'VE HELPED TAKE CARE OF CHILDREN, OR PLANTED A GARDEN, OR SANG IN THE CHURCH CHOIR, OR HELPED IN AN ELECTION, OR REPAIRED A CAR, OR UPHOLSTERED A CHAIR, OR PAINTED A ROOM, OR... LOTS OF THINGS.

THINK THROUGH SOME OF THE THINGS YOU'VE DONE, AND MAKE A LIST. THEN WRITE OUT WHAT YOU ENJOYED ABOUT EACH ONE OF THEM.

Example

THINGS I'VE DONE	I ENJOYED...
Upholstered a chair	Working with my hands

NOW TURN TO PAGE 5 IN YOUR WORKBOOK

NOW, MAKE A NEW LIST. TAKE THREE ITEMS FROM EITHER PAGE 4 OR PAGE 5 AND LIST THEM BELOW. THEN, FOR EACH ITEM, LIST ALL THE THINGS YOU ENJOYED DOING IN THAT JOB OR ACTIVITY.

JOBS I'VE HAD/THINGS I'VE DONE	WHAT I LIKED MOST
______________________	______________________
	______________________
	______________________
	______________________
	______________________
______________________	______________________
	______________________
	______________________
	______________________
	______________________
______________________	______________________
	______________________
	______________________
	______________________
	______________________

TURN TO THE NEXT PAGE IN YOUR WORKBOOK

THE JOB YOU WANT

IN DESCRIBING THE JOB YOU WANT YOU NEED TO ANSWER THE FOLLOWING QUESTIONS . . .

1. WHAT ARE THE THINGS YOU WILL DO?

2. WHAT IS THE JOB CALLED?

3. LIST AS MANY PLACES AS YOU CAN THINK OF WHERE YOU MIGHT FIND THIS JOB:

4. WHAT HOURS DO YOU WANT TO WORK?
5. HOW MUCH DO YOU WANT TO BE PAID?

NOW YOU ARE READY FOR FOLDER 3!

FOLDERS

BELOW IS A DESCRIPTION OF ALL THE FOLDERS IN THIS KIT. READ THROUGH THE DESCRIPTIONS AND CHECK THOSE FOLDERS YOU WANT TO USE.

FOLDER TOPICS	I WANT TO USE THESE FOLDERS
1. WORKBOOKS	EACH PERSON USING THIS KIT NEEDS HIS/HER OWN WORKBOOK.
2. IF YOU DON'T KNOW WHAT KIND OF JOB YOU WANT -- SUGGESTIONS TO HELP YOU DECIDE WHAT KIND OF JOB YOU'RE LOOKING FOR.	___YES
3. WHERE TO FIND JOBS - SUGGESTIONS ON THE BEST WAYS TO JOB HUNT.	___YES
4. HOW TO GET THE JOB YOU FIND -- SUGGESTIONS ON THE BEST WAYS TO PRESENT YOURSELF FOR THE JOB YOU WANT.	___YES
5. HOW DO I LOOK? -- SUGGESTIONS ON WHAT TO WEAR, PERSONAL GROOMING, AND PERSONAL APPEARANCE WHEN JOB HUNTING.	___YES
6. INTERVIEWING -- SUGGESTIONS ON WHAT TO SAY AND DO DURING A JOB INTERVIEW.	___YES

PEOPLE WHO CAN HELP ME FIND A JOB

BELOW IS SPACE FOR YOU TO WRITE DOWN NAMES OF PEOPLE WHO MIGHT HELP YOU FIND A JOB. TAKE THE TIME, NOW, TO FILL OUT THIS PAGE.

1. RELATIVES - LIST ALL THE RELATIVES WHO MIGHT BE ABLE TO HELP YOU.

   ____________________ ____________________
   ____________________ ____________________
   ____________________ ____________________

2. FRIENDS - LIST ALL THE FRIENDS YOU KNOW WHO MIGHT BE ABLE TO HELP YOU LEARN ABOUT ANY JOBS.

   ____________________ ____________________
   ____________________ ____________________
   ____________________ ____________________

3. CO-WORKERS - LIST ALL THE PEOPLE YOU'VE WORKED WITH BEFORE WHO MIGHT BE ABLE TO HELP YOU.

   ____________________ ____________________
   ____________________ ____________________
   ____________________ ____________________

4. FORMER EMPLOYERS - LIST FORMER EMPLOYERS (MIGHT BE YOUR FORMER BOSS) WHO MIGHT HELP YOU FIND OUT ABOUT JOB OPENINGS.

   ____________________ ____________________
   ____________________ ____________________
   ____________________ ____________________

TURN BACK TO FOLDER 3

IF YOU FIND A HELP-WANTED AD FOR A JOB YOU'RE INTERESTED IN AND NO NAME IS LISTED . . .

CHECK TO SEE IF A COMPANY IS LISTED. IF A COMPANY IS LISTED, CALL THE COMPANY. TELL THE PERSON WHO ANSWERS THAT YOU WOULD LIKE TO TALK WITH THE PERSON WHO WILL DO THE HIRING FOR THE JOB LISTED IN THE AD. BE READY TO ASK YOUR QUESTIONS (FOLDER 4).

IF A COMPANY ISN'T LISTED, BUT AN ADDRESS IS, YOU CAN GO AHEAD AND SEND THEM A LETTER SAYING YOU'RE INTERESTED AND WOULD LIKE MORE INFORMATION. THIS KIND OF AN AD IS CALLED A "BLIND AD." IT MAY BE FROM AN EMPLOYMENT AGENCY. IT MAY BE FROM A COMPANY. FEW PEOPLE GET JOBS FROM BLIND ADS.

REMEMBER . . .
MORE PEOPLE GET JOBS FROM TALKING WITH OTHER PEOPLE THAN THEY DO FROM WATCHING THE WANT-ADS.

SINCE JOBS ARE UNMET NEEDS, AND THE JOB EXISTS BECAUSE THERE ARE SOME NEEDS, YOU NEED TO MATCH THOSE JOB NEEDS WITH THE THINGS YOU CAN DO (SKILLS). ON THIS AND THE NEXT PAGE THERE IS SPACE FOR YOU TO WRITE OUT THE JOB NEEDS. THEN, YOU CAN WRITE HOW YOU HAVE SKILLS TO MEET THOSE NEEDS.

FIRST, HERE ARE SOME EXAMPLES:

Examples

JOB NEED	MY SKILLS
Make change	made change when collecting on paper route
Meet customers	Met new people on paper route
stock shelves	stocked shelves in grocery store

NOW, MAKE YOUR OWN LIST.

BEGIN WITH A DESCRIPTION OF THE JOB YOU WANT: ______________________

NOW, LIST ALL THE DUTIES OF THAT JOB, AS JOB NEEDS. THEN, LIST THE SKILLS YOU HAVE THAT MEET THOSE NEEDS.

JOB NEEDS	MY SKILLS

JOB NEEDS	MY SKILLS

EXAMPLES OF HOW PEOPLE GOT JOBS THEY WANTED

ON THIS AND THE NEXT SEVERAL PAGES ARE SOME SHORT EXAMPLES OF HOW PEOPLE GOT THE JOBS THEY WANTED. THESE MAY GIVE YOU SOME IDEAS ON HOW YOU CAN GET THE JOB YOU WANT.

BILL. BILL WAS A JUNIOR IN HIGH SCHOOL AND WANTED A JOB TO EARN SOME EXTRA MONEY. WALKING HOME FROM SCHOOL ONE AFTERNOON HE SAW A "HELP WANTED" SIGN IN A CORNER DRUGSTORE. HE STOPPED AND ASKED THE OLDEST CLERK IN THE STORE WHAT THE JOB WAS.

SHE EXPLAINED THAT THE OWNER NEEDED SOMEONE TO HELP KEEP THE SHELVES STOCKED, FIND PRODUCTS FOR CUSTOMERS, AND RING UP THE SALES.

BILL WENT HOME AND THOUGHT ABOUT IT FOR AWHILE. HE THOUGHT IT MIGHT BE FUN, SO HE CALLED AND TALKED WITH THE OWNER SOME MORE. HE ASKED THE OWNER IF HE COULD MEET HIM THE NEXT EVENING AND THE OWNER AGREED.

AFTER SUPPER, BILL GOT DRESSED IN CLEAN SLACKS AND A CLEAN PLAIN WHITE SHIRT, NEATLY PRESSED (HE HAD NOTICED THAT ALL THE PEOPLE WORKING IN THE DRUGSTORE WORE WHITE SHIRTS OR WHITE BLOUSES).

WHEN HE MET THE OWNER, HE TOLD HIM HE WOULD LIKE THE JOB. HE TOLD HIM ABOUT HIS NEWSPAPER ROUTE THAT HE HAD FOR FOUR YEARS. HE WAS EXPERIENCED IN MEETING NEW PEOPLE AND MAKING CORRECT CHANGE (HE HAD TO MAKE CHANGE WHEN COLLECTING FOR HIS PAPER ROUTE). HE HAD WORKED ONE SUMMER FOR A SMALL NEIGHBORHOOD GROCER STOCKING SHELVES AND CARRYING GROCERIES. THEN, LOOKING OVER TO THE SODA FOUNTAIN, BILL ADDED, "I'VE ALSO WORKED A LITTLE BIT IN MY UNCLE'S DRUGSTORE, EVEN BEHIND THE FOUNTAIN."

THE DRUGSTORE OWNER WAS CONVINCED. BILL GOT THE JOB, AND BECAUSE HE WAS ALWAYS PROMPT AND WILLING TO STAY LATE TO HELP, GOT A RAISE IN THREE MONTHS.

AMY . THE KIND OF JOB AMY WANTED WAS THAT OF A RECEPTIONIST. SHE CHECKED THE WANT-ADS, BUT NEVER FOUND ANY ADS ABOUT A RECEPTIONIST. SHE WENT TO AN EMPLOYMENT AGENCY. THEY TOLD HER THEY WOULD CHARGE HER WHAT SHE EARNED THE FIRST MONTH FOR FINDING HER A JOB. SHE DECIDED SHE COULD USE THAT MONEY BETTER HERSELF.

AMY MADE A LIST OF BUSINESSES THAT MIGHT HIRE

RECEPTIONISTS. ONE MORNING SHE GOT UP EARLY, SHOWERED AND HAD A GOOD BREAKFAST. THIS WAS THE DAY SHE WENT EXPLORING. SHE PUT ON HER BEST SKIRT AND MATCHING BLOUSE, HEELS, A COUPLE OF PIECES OF JEWELRY. SHE LOOKED VERY NEAT AND ATTRACTIVE, BUT NOT OVER-DRESSED.

ANY STARTED STOPPING AT THE BUSINESSES ON HER LIST. AT EACH PLACE SHE WOULD STOP AND MEET THE PRESENT RECEPTIONIST. SHE WOULD SMILE, AND SAY SOMETHING LIKE: "GOOD MORNING. I'M AMY __________ AND I'M LOOKING FOR A JOB AS A RECEPTIONIST. I SEE THIS COMPANY ALREADY HAS A GOOD RECEPTIONIST, BUT I'M WONDERING IF YOU KNOW OF OTHER PLACES THAT MIGHT BE NEEDING A NEW RECEPTIONIST."

MOST OF THE RECEPTIONISTS WERE HELPFUL. AMY LOOKED GOOD, AND CERTAINLY WAS PLEASANT AND CHEERFUL. SINCE SHE WAS OUT ON HER OWN LOOKING FOR A JOB THAT MEANT SHE WOULD BE A GOOD WORKER. SOME TOLD HER TO STOP AT OTHER COMPANIES WHERE THEY KNEW THE RECEPTIONIST OR SOMEONE ELSE WHO WORKED THERE. A COUPLE OF THE RECEPTIONISTS ASKED THEIR BOSS TO COME AND MEET AMY.

FINALLY, ONE RECEPTIONIST SMILED AND SAID, "AMY, I'M

GLAD TO MEET YOU. I JUST RESIGNED THIS MORNING, AND MY JOB WILL BE OPEN IN TWO WEEKS. YOU SEEM LIKE THE KIND OF PERSON THAT WOULD FIT IN WELL HERE. LET ME CALL MY SUPERVISOR AND HAVE HER TALK TO YOU."

AMY GOT THE JOB.

STEVE. STEVE HAD BEEN A TRUCK DRIVER, DOCK WORKER, COOK, SECURITY GUARD, AND RANCH HAND. ON HIS LAST JOB AS A DOCK WORKER HE HURT HIS BACK AND COULDN'T LIFT HEAVY LOADS. HE KNEW TRUCKING AND HE WAS ALWAYS POPULAR WITH HIS CO-WORKERS. HE DECIDED HE WANTED A JOB AS A FOREMAN ON A DOCK. THAT JOB WAS MORE THINKING THAN LIFTING.

STEVE CALLED SOME OF HIS FRIENDS AND TOLD THEM THE KIND OF JOB HE WAS LOOKING FOR. THEN HE WENT TO SEE SOME OF HIS FORMER EMPLOYERS. HE TOLD THEM THE KIND OF JOB HE WAS LOOKING FOR AND ASKED FOR THEIR HELP. HE EVEN WENT TO SEE A MAN WHO HAD ONCE FIRED HIM.

WHEN HE MET THE FORMER BOSS WHO HAD FIRED HIM, STEVE SAID SOMETHING LIKE: "HI, I'M GLAD TO SEE YOU AGAIN. YOU KNOW, I SURE LEARNED LOTS ABOUT WORK WHEN YOU FIRED ME. I DIDN'T LIKE IT, BUT IT MADE ME DO SOME THINKING

ABOUT THE KIND OF JOB I DO FOR SOMEBODY." THE TWO TALKED FOR AWHILE ABOUT WHAT STEVE HAD BEEN DOING LATERLY.

THEN STEVE TOLD HIS OLD BOSS THE KIND OF JOB HE WAS LOOKING FOR AND WHY. HIS OLD BOSS TOLD HIM OF TWO OTHERS HE KNEW WHO MIGHT HAVE SUCH A JOB. THEN HE TOLD STEVE, "I CAN'T TALK ANY MORE WITH YOU NOW, BECAUSE I HAVE TO GET A REPORT DONE. BUT PLEASE COME BACK TUESDAY AT 9 IN THE MORNING."

STEVE THANKED HIM, AND WENT TO SEE THE PEOPLE HIS OLD BOSS SUGGESTED. HE TOLD THEM HIS BOSS HAD SUGGESTED HE TALK WITH THEM. THEY SEEMED TO LIKE STEVE, BUT DIDN'T HAVE ANY JOB OPENINGS. STEVE THANKED THE PEOPLE AND LEFT HIS SKILL SUMMARY WITH EACH PERSON.

WHEN STEVE RETURNED TUESDAY MORNING (HE GOT THERE TEN MINUTES BEFORE 9), HIS OLD BOSS WAS WAITING FOR HIM. "STEVE," HE SAID, "YOU WERE ALWAYS A PRETTY GOOD WORKER, EXCEPT YOU DIDN'T COME TO WORK ON TIME. YOU'RE SURE PROMPT THIS MORNING, I GUESS YOU DID LEARN SOME THINGS." THEN, THE OLD BOSS TOLD STEVE OF A JOB OPENING, "I'D LIKE YOU TO TAKE IT. I KNOW YOU CAN DO IT, AND I KNOW YOU KNOW HOW TO DO IT."

STEVE GOT HIS JOB.

SANDRA. SANDRA WAS JUST FINISHING A PROGRAM IN CLERICAL WORK. SHE HAD NEVER HAD A JOB BEFORE. BUT SHE DID SOME READING ABOUT WAYS TO GET JOBS. THREE MONTHS BEFORE SHE WAS FINISHED IN HER CLERICAL PROGRAM, SHE STARTED CONTACTING FRIENDS AND RELATIVES. SHE TOLD THEM SHE WOULD BE LOOKING FOR A CLERICAL JOB IN THREE MONTHS. SHE ASKED IF THEY WOULD TELL HER IF THEY HEARD OF ANY SUCH JOBS. SHE GAVE THEM HER NAME AND ADDRESS AND PHONE NUMBER ON CARDS.

EACH TIME A FRIEND OR RELATIVE WOULD CALL HER AND TELL HER ABOUT A POSSIBLE JOB, SANDRA WOULD CALL THE PERSON. SHE WOULD EXPLAIN THAT SHE WOULD BE FINISHED IN SEVERAL WEEKS AND WAS EXCITED ABOUT HAVING HER FIRST FULL-TIME JOB. MOST PEOPLE WOULD TELL HER TO CALL BACK WHEN SHE HAD COMPLETED HER PROGRAM.

SANDRA MADE A NOTE ON THE CARDS SHE KEPT FOR EVERY JOB LEAD THAT SEEMED INTERESTING. SIX WEEKS BEFORE HER SCHOOL WAS COMPLETED, SHE TOOK ONE DAY OFF FROM SCHOOL. SHE WENT AND VISITED EACH OF THE PEOPLE SHE HAD LIKED TALKING TO OVER THE PHONE.

SHE WOULD REMIND THEM THAT IN JUST A FEW WEEKS SHE WOULD BE READY FOR A JOB. TWO PEOPLE WANTED HER TO START A JOB THE NEXT DAY. SANDRA SAID, "I APPRECIATE THE CHANCE.

BUT I THINK I'LL BE A BETTER EMPLOYEE IF I STAY AND FINISH MY SCHOOL PROGRAM."

TWO WEEKS BEFORE SANDRA WAS THROUGH WITH HER SCHOOL, SHE HAD FIVE JOB OFFERS. SHE COULD CHOOSE WHICH OF THOSE FIVE PLACES SHE WANTED TO WORK. SHE GOT THE JOB SHE WANTED.

BIX. ONE OF THE SKILLS BIX LEARNED IN THE PRE-RELEASE PROGRAM WAS AUTO BODY REPAIR. BIX HAD ALWAYS LIKED TO FIX THINGS, AND WORK WITH HIS HANDS. HE ALSO LIKED TO DOODLE ON PAPER. WHEN SOMEONE SUGGESTED HE EXPLORE AUTO BODY REPAIR, HE FOUND HE LIKED IT. HE DID IT VERY WELL.

WHEN BIX BEGAN JOB SEARCHING, HE BOUGHT AN OLD CAR THAT HAD ONE SIDE DENTED IN. HE DECIDED WHICH SMALL CITY HE WANTED TO LIVE IN. THEN HE WENT AND TOOK HIS DENTED CAR TO EACH OF THE BODY REPAIR SHOPS IN THAT CITY. HE ASKED FOR AN ESTIMATE ON HOW MUCH IT WOULD COST TO FIX THE CAR.

WHILE HE WAS WAITING FOR EACH ESTIMATE, HE WOULD LOOK AROUND AT THE SHOP. HE WOULD WATCH THE PEOPLE WHO WORKED THERE. HE LOOKED AT THE KINDS OF TOOLS THEY HAD TO WORK WITH. HE WOULD OBSERVE THE FOREMAN OR OWNER.

BIX WOULD ALSO TALK WITH THE PERSON MAKING THE ESTIMATE.

HE WOULD TALK ABOUT WHAT IT WAS LIKE WORKING IN A BODY REPAIR SHOP. AFTERWARD, HE WOULD GO HOME AND WRITE DOWN NOTES ABOUT WHICH OF THE PLACES HE MIGHT LIKE TO WORK.

HE MADE A LIST OF THE FIVE PLACES HE THOUGHT HE MIGHT LIKE TO WORK. BIX WANTED TO WORK IN A SMALL SHOP WITH ONLY A FEW CO-WORKERS AND WHERE THE OWNER WAS THE SHOP FOREMAN. HE VISITED THOSE FIVE PLACES AGAIN, EXCEPT THIS TIME DURING THE LUNCH HOUR OR BREAK TIME. HE WOULD TELL THE OWNER OR SHOP FOREMAN HE WAS INTERESTED IN THIS KIND OF WORK AND WONDERED WHAT IT WAS REALLY LIKE. AGAIN, HE WROTE HIS NOTES WHEN HE GOT HOME.

THEN BIX WENT TO WORK ON HIS OWN CAR. HE TOOK SEVERAL PICTURES OF IT ALL DENTED AND BASHED IN. THEN HE REPAIRED IT, USING HIS OWN TOOLS. WHEN HE WAS FINISHED HE WENT BACK TO THE SHOP WHERE HE REALLY WANTED TO WORK.

HE TOLD THE OWNER SOMETHING LIKE,

> "MAYBE YOU REMEMBER ME. I CAME HERE A COUPLE OF WEEKS AGO TO GET AN EXTIMATE ON HAVING A CAR FIXED. WHAT I'M HERE FOR NOW IS A JOB. I'VE VISITED ALL THE BODY REPAIR SHOPS IN TOWN, AND YOURS IS THE ONE I'D LIKE TO WORK IN."

THEN BIX TOLD WHY HE WANTED TO WORK IN THAT PARTICULAR SHOP.

NEXT, BIX BROUGHT OUT THE PICTURES OF HIS CAR AND SHOWED THEM TO THE OWNER. HE ASKED THE OWNER IF HE WOULD LIKE TO SEE HOW BIX HAD REPAIRED IT, ON HIS OWN, USING HIS OWN FEW TOOLS. OF COURSE THE OWNER WANTED TO SEE IT. THE OWNER HAD NEVER HAD ANYONE APPLY FOR A JOB LIKE THIS BEFORE.

AFTER THE TWO TALKED FOR AWHILE, THE OWNER ASKED BIX WHEN HE COULD START. BIX HAD THE JOB HE WANTED.

WHAT DO STEVE AND SANDRA AND BIX AND AMY AND BILL ALL HAVE IN COMMON?

1. THEY HAVE THE JOB THEY WANTED.
2. THEY GOT THE JOB THEY WANTED ON THEIR OWN.
3. THEY DIDN'T GET THE JOB BY SITTING ON THEIR BUTTS AT HOME. INSTEAD, THEY GOT THEIR JOBS BY TALKING WITH PEOPLE.
4. THEY GOT THE JOBS BY HELPING THE EMPLOYER SEE HOW THEIR SKILLS MATCHED THE UNMET NEEDS OF THE JOB.

YOU
CAN
DO
THE SAME.

SAMPLE APPLICATION FORM

NAME ____

ADDRESS ______________________________________

PHONE NUMBER __________________________________

SOCIAL SECURITY NUMBER __________________________

1. EDUCATION

   WHAT IS YOUR HIGHEST GRADE COMPLETED? ____________

   HIGH SCHOOL DIPLOMA (GIVE SCHOOL,. LOCATION, AND YEAR):

   ____

   OTHER SCHOOLS OR TRAINING BEYOND HIGH SCHOOL ________

   ____

   ____

2. WORK HISTORY

   PREVIOUS EMPLOYER ______________________________

   LOCATION ______________________________________

   BRIEFLY EXPLAIN YOUR DUTIES ______________________

   ____

   REASON FOR LEAVING _____________________________

   PAST EMPLOYER __________________________________

   LOCATION ______________________________________

   BRIEFLY EXPLAIN YOUR DUTIES ______________________

   ____

   REASON FOR LEAVING _____________________________

PAST EMPLOYER ____________________

LOCATION ____________________

BRIEFLY EXPLAIN YOUR DUTIES ____________________

____

REASON FOR LEAVING ____________________

PAST EMPLOYER ____________________

LOCATION ____________________

BRIEFLY EXPLAIN YOUR DUTIES ____________________

____

REASON FOR LEAVING ____________________

3. REFERENCES

WHO RECOMMENDED YOU FOR THIS JOB? ____________________

DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING HERE? IF "YES," WHO ARE THEY? ____________________

LIST THREE PERSONS, NOT RELATED TO YOU, WHOM WE MAY CONTACT AS A REFERENCE:

NAME ____________________
ADDRESS ____________________
TITLE ____________________

NAME ____________________
ADDRESS ____________________
TITLE ____________________

NAME ____________________
ADDRESS ____________________
TITLE ____________________

REMEMBER - SOME FORMS MAY ASK FOR EXTRA INFORMATION. LOOK OVER SEVERAL DIFFERENT KINDS OF FORMS TO SEE THE DIFFERENT KINDS OF INFORMATION WANTED. HAVE THAT INFORMATION WITH YOU ALL THE TIME!

Sandra Browning
411 High Street
Ames, Iowa 50010
515/292-7788

JOB OBJECTIVE

Position in the Des Moines area as a receptionist, where I can use my skills in meeting people, providing information, handling phone calls, and do some light typing as well.

EDUCATION AND TRAINING

National Institute of Business, 1980-81. Received Diploma in General Secretarial-Receptionist work; recognized for being in the top ten in my class; received the "Best Dressed" award three times.

GED, Ames High school, 1978. Completed the program at nights in only six months.

Colo High school, Colo, Iowa, 1975-76. Took courses in typing, book-keeping and speech as well as general courses.

WORK EXPERIENCE

National Institute of Business, 1981-present. Was asked by Dean to work Saturdays to answer the phones and provide information to persons calling or stopping in at the school. Received a pay increase for "commendable work" after two months.

Charley's Cafe, 1979. Responsible for courteous greeting of customers, answering questions about menu items and specials, accurate order-taking and communication with chef, prompt delivery of prepared food; before I left each evening, I was asked to secure the cafe and prepare the night deposit.

Randall's Deli, 1978. Responsible for food preparation for sale at Deli; accurate measuring and following directions was essential. Received "Employee of the Month" award.

1976-1978. During this time I had several part-time jobs in Colo, Ames, and Huxley. I worked as a gas station attendant, where I was also responsible for balancing the books at the end of the day. I also worked at Mr B's as hostess, and Browning Construction as flagman.

REFERENCES

Please feel free to contact any of the following for comments about my abilities and strengths:

H W Alfred, Dean of Students, National Institute of Business, Office Phone 515/981-5001.

Charley Adkins, owner of Charley's Cafe, Phone 515/234-5678.

Jim Sweeney, Deli manager, Randall's, Phone 515/234-5679.

Chuck Obarski
Rt 1
Beatrice, Nebraska 68701
402/489-2748

JOB WANTED

Job as welder and farm equipment repair specialist, where I can use my skills in welding, finding problems, and repairing broken and/or non-working farm machines.

SKILL SUMMARY

Dependable. In nearly three years of part-time and full-time work, I have always been to work on time and only needed four days leave for illness.

Work well with others. Have worked well with other workers in every job I've had. Often told I was "easy to get along with."

Welding. Learned how to weld as growing up on farm and received further training later. Have used five different kinds of welding machines with many different kinds of metals.

Repairing machines. Seemed to have a sense of why a machine isn't working right and can find the problem quickly. Able to often repair parts rather than just replace broken parts.

WORK EXPERIENCE

Present. Just completing 1-year course in welding and metals at Southeast Community College. Will be certified as a welder in four different areas. Shop work often commended by instructor and often used as "good example."

Hastings Farm Equipment, 1978-1980. Began as general helper, and was repairman before I left to attend community college. Also worked as parts specialist, assembler of new equipment, and spot welder before being asked to repair farm machines.

Ace Drilling Company, 1977. Worked on drilling rig, first as general worker and then as person responsible for keeping the rigs in good condition.

Was raised on farm and shared in the farm-work. Helped with chores, planting, cultivating, harvesting, repair work, and feeding of livestock.

EDUCATION AND TRAINING

Southeast Community College, program in Welding and Metals, to receive my diploma in June.

GED, Beatrice Community Schools, 1980.

Completed tenth grade in Beatrice Community Schools before having to help with farmwork.

Jane Fleck
DeKalb, Illinois 60015
312/555-1313

POSITION WANTED I am looking for a position as a night production line supervisor, where I can use my skills in attention to detail, organizing and planning, supervising others and responsibly meeting deadlines.

GENERAL BACKGROUND Raised in the DeKalb area and a resident of Sycamore or DeKalb all of my life; very familiar with the changes occurring in the area as well as its growth in the last ten years; many friends are workers in the various production plants in the area; directed a household of five persons, responsible for budget of more than $100,000 in the past eight years; required careful purchasing to assure quality with as little capital outlay as possible; supervised growth and activities of four children by myself; supervised transportation needs and helped household coordinate and learn to cooperate in attaining goals; active in community work, and responsible for coordinating and supervising several large community projects; primary skill areas include supervising, leading and motivating others to accomplish tasks - attention to detail and following of directions/guidelines - planning and organizing others to accomplish work objectives - ability to work under pressure and meet deadlines.

EXAMPLES OF ACHIEVEMENT At age of 36, returned to school and completed my high school education (GED, Plains Community College)..... Enrolled in night classes and after three years of attending Plains Community College part-time (nights and weekends) will receive my General Studies diploma next winter.... Served on the Sycamore Pumpkin Festival committee for five years, and was head of various different sub-committees..... Was asked to be general head of 1980 Pumpkin Festival, supervising more than 50 volunteers..... Helped organize local Single Parents support group..... Asked for three years to supervise the Lions Club Benefit Dance cleanup crews because of "ability to get others to do their share of work"..... Secretary of local Parent-Teacher association.

WORK HISTORY 1978-81, Wurlitzer Corporation. Worked in several units as assembler and production line worker. Always met quotas and deadlines. Received three pay increases and one promotion.

1977-78, A O Smith Corporation. Assembler and production line worker, using heavy equipment to form patterns. Was asked to head Quality Control Circle group several times.

1975-77, Several part-time positions as a waitress, hostess, and supervisor of waitresses.

ADDITIONAL NOTES . . .

Guidance Services Section
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

QUICK REFERENCE GUIDE SURVEY
(Please Circle)

1. What age group do you work with primarily?
   Junior-Senior High - High School - Postsecondary
2. To what degree is this publication of use to you?
   Very useful - Of some use - Of little use - No use
3. The publication should be revised
   Yearly - Every other year
4. Is the counselor list of use to you? Yes - No
5. Comments:

WHAT TO WEAR FOR THE INTERVIEW

OK, SO YOU KNOW WHAT KIND OF JOB YOU WANT, YOU HAVE FOUND A JOB OPENING, AND NOW YOU'RE READY FOR THE INTERVIEW. HOW WILL YOU LOOK? WHAT CLOTHES WILL YOU WEAR

1. WHAT DO OTHER PEOPLE IN SIMILAR JOBS WEAR TO WORK?

____

____

____

____

2. WHAT DO YOUR FRIENDS SUGGEST YOU WEAR TO THE INTERVIEW?

____

____

____

____

3. WHAT I CHOOSE TO WEAR TO THE INTERVIEW (DESCRIBE THE CLOTHES YOU WILL WEAR TO YOUR INTERVIEW).

____

____

____

____

GOOD GROOMING

THIS IS A CHECKLIST FOR YOU TO USE BEFORE YOUR INTERVIEW. READ THROUGH IT RIGHT NOW. IT WILL GIVE YOU HINTS ON GETTING READY FOR THE INTERVIEW. GO THROUGH THE CHECKLIST AGAIN BEFORE THE INTERVIEW.

FOR BOTH MEN AND WOMEN

BATH OR SHOWER BEFORE INTERVIEW
USE A DEODORANT
HAIR CLEAN (WASHED OR SHAMPOOED) AND COMBED
CLOTHES - NEATLY PRESSED (NOT WRINKLED)
SHOES - CLEAN AND POLISHED

FOR WOMEN

ONLY ONE OR TWO PIECES OF JEWELRY
SKIRT, IF WORN - NOT TOO SHORT
BLOUSE, IF WORN - NOT TOO OPEN
SWEATER, IF WORN - NOT TOO TIGHT
COLORS MATCH OR COORDINATE
NO HEAVY OR STRONG PERFUMES

FOR MEN

CLEAN SHAVEN
IF BEARD OR MOUSTACHE, BE SURE IT'S TRIM AND NEAT
SOX THAT MATCH
SHOES THAT MATCH SLACKS
NO HEAVY OR STRONG AFTER-SHAVE LOTION

PRACTICE.
GET DRESSED AS YOU WILL FOR THE INTERVIEW.
STAND IN FRONT OF THE MIRROR.

DO YOU LIKE WHAT YOU SEE?
IF YES, THEN CONGRATULATIONS.

IF NO, THEN KEEP WORKING AT IT UNTIL
YOU ARE PLEASED.

YOU WILL DO BETTER IN THE INTERVIEW IF
YOU LIKE
THE WAY
YOU LOOK.

NOW TURN BACK TO YOUR BOOKLET
IN PACKET 6

ONE OF THE MOST IMPORTANT QUESTIONS YOU MAY BE ASKED IN AN INTERVIEW IS "WHY SHOULD I HIRE YOU?" THINK ABOUT THE SPECIFIC JOB YOU'RE APPLYING FOR. THINK ABOUT THE WAYS THE JOB NEEDS ARE MATCHED BY YOUR SKILLS. THEN, WRITE OUT YOUR ANSWER . . . .

"WHY SHOULD I HIRE YOU?"

QUESTIONS . . . .
QUESTIONS . . . .
QUESTIONS . . . .

BELOW ARE SOME QUESTIONS THAT YOU MIGHT BE ASKED DURING A JOB INTERVIEW. TAKE SOME TIME TO THINK ABOUT EACH ONE. THEN WRITE OUT WHAT YOU MIGHT SAY AS AN ANSWER.

1. "TELL ME, HOW WOULD YOU DESCRIBE YOURSELF?"

2. "WHAT DO YOU HOPE TO BE DOING FIVE YEARS FROM NOW?"

MORE QUESTIONS . . . .

3. "TELL ME WHY YOU WANT THIS JOB."

4. "WHAT ARE THE THINGS YOU MOST ENJOY ABOUT WORK?"

5. "WHY SHOULD I HIRE YOU?"

6. "WHY DID YOU LEAVE YOUR PREVIOUS JOBS?"

7. "WHAT TV SHOWS DO YOU WATCH? WHAT MAGAZINES DO YOU READ?"

AND MORE QUESTIONS . . .

8. "DESCRIBE YOUR HEALTH TO ME"

9. "WHAT ARE YOUR THREE GREATEST STRENGTHS?"

10. "WHAT ARE YOUR THREE GREATEST WEAKNESSES?"

11. "HOW DO YOU GET ALONG WITH OTHER CO-WORKERS?"

12. "GIVE ME THREE REASONS WHY YOU'RE THE RIGHT PERSON FOR THIS JOB."

INTERVIEW CHECKLIST

HERE IS A CHECKLIST TO HELP REMIND YOU OF THE WORK YOU'LL NEED TO DO BEFORE THE INTERVIEW. LOOK IT OVER NOW. READ THROUGH IT AGAIN THE NIGHT BEFORE YOUR INTERVIEW.

( ) TIME SET FOR INTERVIEW; PLANS MADE SO YOU CAN ARRIVE 10 MINUTES EARLY

( ) CLOTHES-SELECTED, CLEAN, AND RIGHT FOR THE JOB YOU'RE SEEKING.

( ) GROOMING--BODY IS CLEAN (BATH OR SHOWER); NO OFFENSIVE ODORS; HAIR CLEAN AND COMBED; NO STRONG PERFUMES OR AFTER-SHAVE LOTIONS

( ) KNOW WHAT JOB YOU'RE WANTING; WHAT THE DUTIES ARE;

( ) BE READY TO TALK ABOUT WHY YOU WANT THE JOB AND HOW YOU CAN PERFORM ON THE JOB.

( ) BE READY TO ANSWER TYPICAL QUESTIONS.

TURN BACK TO YOUR
READING FOLDER.

JOB-GETTING SKILLS
KIT

Please take time to answer each of the items. This is a voluntary act and no one requires you to do it. However, what you think about this kit is very important to its developers and others who will use it in the future.

Name ____

Address ____________________________________ Zip ____________

Home phone number ____________________ Age _____ Male___/Female___

1. How did you hear about this kit?

2. Did you use this kit by yourself or with others?

3. Did your class instructor help you with the kit?

4. What did you like best about the kit?

5. What did you like least about the kit?

6. How long did it take you to find a job once you began using the kit?

7. How did you find your job?

8. What job do you have now?

   What job did you used to have?

PLEASE MAIL THIS FORM TO DICK DEEMS
N246 QUAD
ISU
AMES, IA 50010

THANKS!

IF YOU DON'T KNOW WHAT KIND OF JOB YOU WANT

Written by
Richard S Deems, PhD

Production by
Franck Communications

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LOOKING FOR JUST "ANY KIND OF WORK?"
DON'T REALLY KNOW WHAT YOU WANT TO DO?
HAVE A HARD TIME TELLING SOMEONE ABOUT THE SKILLS YOU HAVE?

YOU'RE NOT ALONE. LOTS OF PEOPLE DON'T KNOW WHAT KIND OF JOB THEY WANT.

IF YOU DON'T KNOW WHAT KIND OF JOB YOU WANT, THERE ARE MANY WAYS TO HELP YOU DECIDE.

BUT FIRST, THERE ARE SOME THINGS YOU NEED TO KNOW . . .

YOU NEED TO KNOW . . .

1. ONLY YOU CAN DECIDE WHAT KIND OF JOB YOU WANT AND WHAT KIND OF JOB YOU WILL MOST ENJOY.

2. YOU CAN PROBABLY DO AND ENJOY SEVERAL DIFFERENT KINDS OF JOBS.

3. THERE ARE SOME PACKETS IN THIS FOLDER 2 THAT CAN HELP YOU BEGIN TO DECIDE WHAT KIND OF JOB YOU WANT.

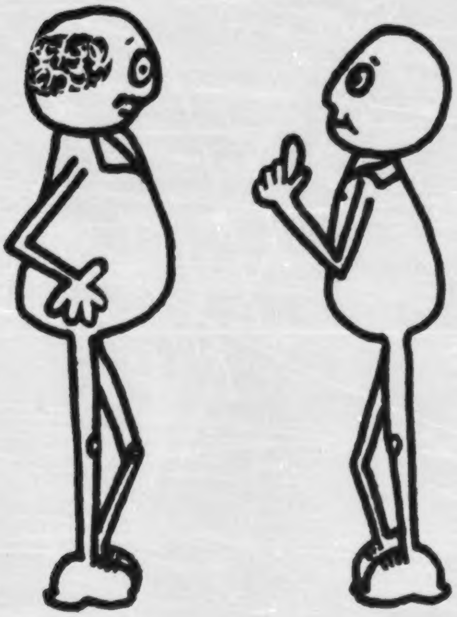
4. YOUR CLASS TEACHER CAN HELP YOU. THERE MAY BE A CAREER CENTER NEAR YOU WITH PEOPLE WHO ALSO CAN HELP.

SOME PEOPLE SAY, "I'LL DO JUST ANYTHING SO I CAN HAVE A JOB."

TOO BAD.

THEY MAY NEED THE JOB AND REALLY WANT A JOB. THE FACTS ARE, THOUGH, THAT VERY FEW PEOPLE EVER GET HIRED FOR ANYTHING WHEN THEY ASK AN EMPLOYER FOR "ANY KIND OF JOB."

MOST PEOPLE GET HIRED WHEN THEY KNOW EXACTLY WHAT KIND OF JOB THEY WANT AND WHY THEY WANT IT AND WHY THEY KNOW THEY CAN DO IT.



HOW TO USE FOLDER 2

1. FIRST, LISTEN TO THE AUDIO-TAPE.

2. THEN DECIDE - DO YOU WANT HELP OR CAN YOU DO IT ALL YOURSELF?

3. IF YOU WANT SOME HELP, ASK YOUR ABE INSTRUCTOR FOR SUGGESTIONS.

4. IF YOU WANT TO DO IT ALL YOURSELF THEN OPEN THE PACKET MARKED A.

IT TAKES TIME TO DECIDE WHAT KIND OF JOB YOU WANT. KNOWING WHAT KIND OF JOB YOU WANT CAN HELP YOU FOR THE REST OF YOUR LIFE.

AFTER YOU HAVE MADE A DECISION ABOUT THE KIND OF JOB YOU WANT, TURN TO PAGE 3 IN YOUR OWN WORKBOOK.

FOLLOW THE INSTRUCTIONS ON PAGE 3 OF YOUR OWN WORKBOOK.

NOW YOU ARE READY TO USE FOLDER 3.

3

WHERE TO FIND JOBS

Written by
Richard S Deems, PhD

Production by
Franck Communications

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FOLDER 3

THIS FOLDER HAS SUGGESTIONS ON WAYS TO JOB HUNT AND JOB-GET. IT CONTAINS AN AUDIO TAPE TO LISTEN TO AND SOME INSTRUCTIONS. YOU WILL NEED TO USE THIS FOLDER WITH YOUR WORKBOOK.

FOLDER 3 ALSO HAS A LIST OF ALL THE FOLDERS IN THIS KIT. YOU MAY NOT NEED OR WANT TO USE EACH OF THE FOLDERS. YOU CAN DECIDE WHICH FOLDERS WILL HELP THE MOST.

HOW TO USE FOLDER 3

1. LISTEN TO THE AUDIO TAPE.
2. DECIDE WHICH FOLDERS IN THE KIT YOU WANT TO USE.
3. TURN TO PAGE 3 OF THIS FOLDER, "FINDING WHERE THE JOBS ARE," AND BEGIN. BE SURE TO FOLLOW ALL THE INSTRUCTIONS AND COMPLETE EACH ACTIVITY BEFORE GOING ON TO THE NEXT ACTIVITY.

FOLDERS

BELOW IS A DESCRIPTION OF ALL THE FOLDERS IN THIS KIT. READ THROUGH THE DESCRIPTIONS AND CHECK THOSE FOLDERS YOU WANT TO USE ON PAGE 7 IN YOUR WORKBOOK.

FOLDER TOPICS	I WANT TO USE THESE FOLDERS
1. WORKBOOKS	EACH PERSON USING THIS KIT NEEDS HIS/HER OWN WORKBOOK.
2. IF YOU DON'T KNOW WHAT KIND OF JOB YOU WANT -- SUGGESTIONS TO HELP YOU DECIDE WHAT KIND OF JOB YOU'RE LOOKING FOR.	____YES
3. WHERE TO FIND JOBS -- SUGGESTIONS ON THE BEST WAYS TO JOB HUNT.	____YES
4. HOW TO GET THE JOB YOU FIND -- SUGGESTIONS ON THE BEST WAYS TO PRESENT YOURSELF FOR THE JOB YOU WANT.	____YES
5. HOW DO I LOOK? -- SUGGESTIONS ON WHAT TO WEAR, PERSONAL GROOMING, AND PERSONAL APPEARANCE WHEN JOB HUNTING.	____YES
6. INTERVIEWING -- SUGGESTIONS ON WHAT TO SAY AND DO DURING A JOB INTERVIEW.	____YES

FINDING WHERE THE JOBS ARE

THE BEST WAY TO FIND A JOB IS TO TALK WITH PEOPLE. ALL KINDS OF PEOPLE. PEOPLE YOU'VE WORKED WITH BEFORE. FRIENDS. RELATIVES. NEIGHBORS. PEOPLE YOU SEE AT THE STORE.

THE PEOPLE YOU TALK TO WILL PROBABLY KNOW OF SEVERAL JOBS YOU MIGHT BE INTERESTED IN. OR, IF THEY DON'T, THEY MAY KNOW OF SOME OTHER PEOPLE WHO DO KNOW OF SOME JOBS.

MOST PEOPLE FIND JOBS
THROUGH OTHER PEOPLE!

YOU NEED TO KNOW . . .

A) EMPLOYERS USE WANT-ADS ONLY IF THEY CAN'T GET THE JOB FILLED BY WORD OF MOUTH (PEOPLE TELLING OTHER PEOPLE).

B) YOUR LOCAL JOB SERVICE OFFICE CAN HELP YOU, TOO. HOW THEY CAN HELP WILL BE DESCRIBED LATER.

C) EMPLOYMENT AGENCIES ARE USUALLY MORE INTERESTED IN GETTING YOU PLACED IN ANY JOB AND GETTING THEIR FEE FROM YOU THAN THEY ARE INTERESTED IN HELPING YOU FIND THE RIGHT JOB.

ON PAGE 8 IN YOUR WORKBOOK ARE MORE INSTRUCTIONS. TURN TO PAGE 8 BEFORE GOING ANY FURTHER.

YOUR NEXT STEP . . .

NOW, WRITE OUT ON 3x5 CARDS THE KIND OF JOB YOU'RE LOOKING FOR. ALSO WRITE DOWN YOUR NAME, ADDRESS AND PHONE NUMBER. YOU WILL NEED ONE CARD FOR EVERY PERSON YOU'VE JUST LISTED IN YOUR WORKBOOK.

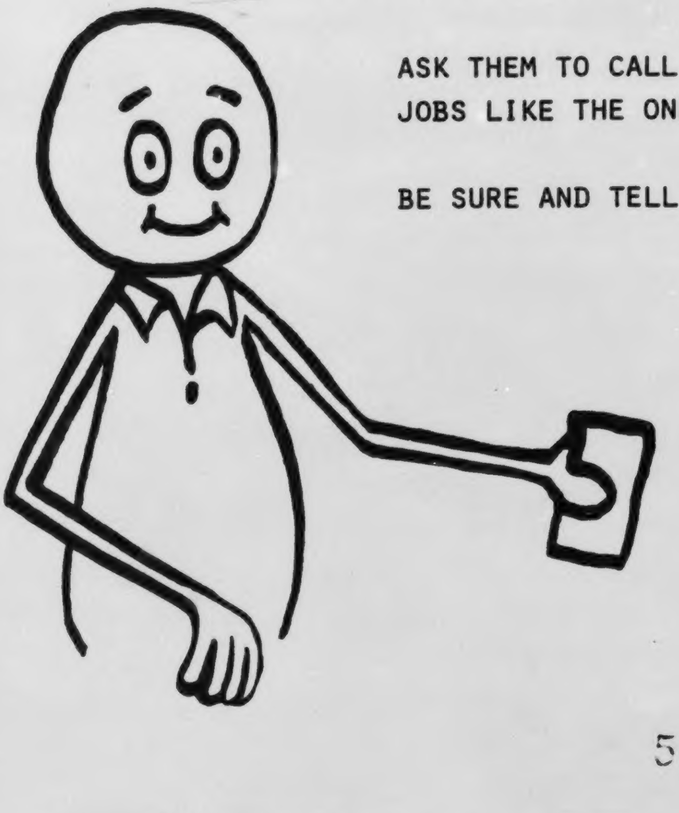
WHEN YOU HAVE YOUR CARDS READY, STOP AND SEE EACH OF THE PERSONS YOU'VE LISTED. ASK THEM FOR SOME HELP.

TELL THEM YOU'RE JOB HUNTING AND THEY COULD REALLY HELP YOU A LOT. THEY CAN HELP BY TELLING YOU OF ANY JOB OPENINGS LIKE THE ONE YOU'RE LOOKING FOR.

GIVE THEM ONE OF YOUR CARDS.

ASK THEM TO CALL YOU IF THEY HEAR OF ANY JOBS LIKE THE ONE YOU'RE LOOKING FOR.

BE SURE AND TELL THEM THANKS!



WHEN YOU TALK WITH THE PERSONS YOU'VE LISTED YOU CAN SAY SOMETHING LIKE THIS:

> I'M LOOKING FOR A JOB AS A ______. AND I'D LIKE YOUR HELP. DO YOU KNOW OF ANY JOB OPENINGS LIKE THIS? OR DO YOU KNOW OF SOMEONE WHO MIGHT KNOW OF SUCH A JOB OPENING?

IF THE PERSON YOU TALK TO DOES KNOW SOMEONE WHO MIGHT KNOW OF A JOB OPENING, CONTACT THAT NEW PERSON. YOU MIGHT SAY SOMETHING LIKE THIS:

> (YOUR FRIEND) SUGGESTED I TALK TO YOU BECAUSE YOU MIGHT KNOW OF A JOB OPENING AS A ______. THAT'S THE KIND OF JOB I'D REALLY LIKE TO HAVE AND I WONDER IF YOU DO KNOW OF SUCH A JOB OPENING. OR, MAYBE YOU KNOW OF SOMEONE WHO MIGHT KNOW.

BE SURE AND LEAVE YOUR 3x5 CARD WITH EACH PERSON YOU CONTACT. ASK THEM TO CALL YOU IF THEY HEAR OF A JOB SIMILAR TO WHAT YOU'RE LOOKING FOR.

BE SURE TO TELL
EACH PERSON
YOU TALK TO
"THANKS!"

WHAT ABOUT JOB SERVICE?

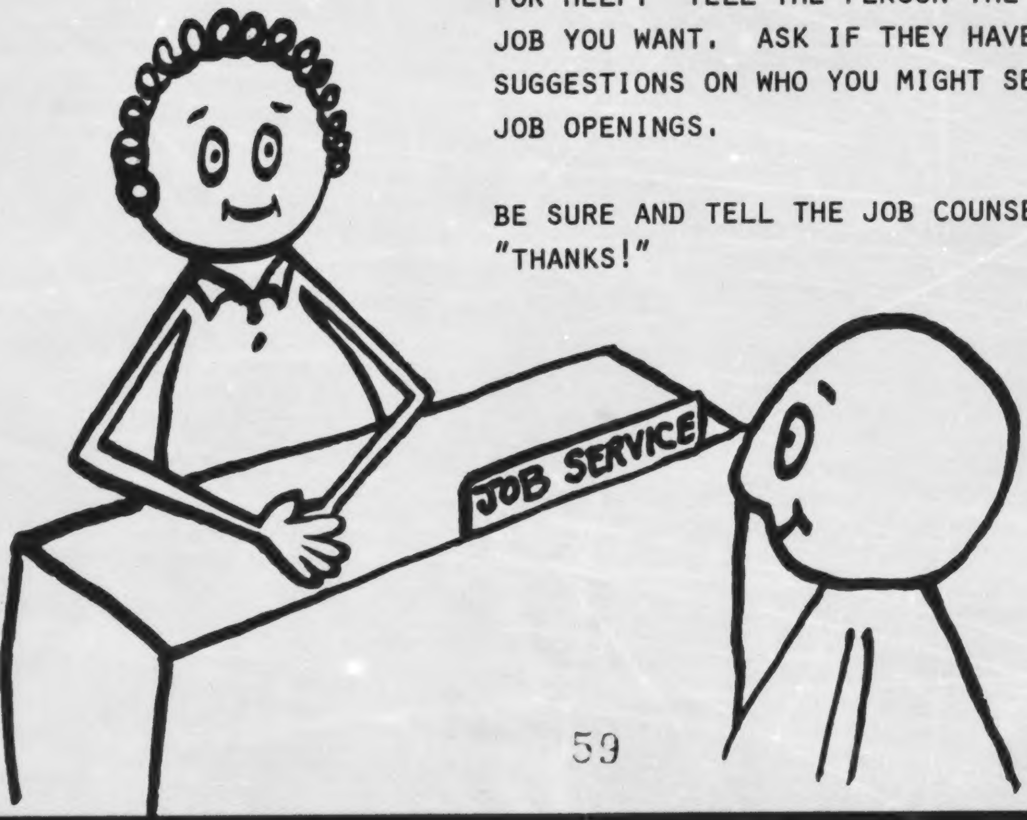
MANY PERSONS FIND LOTS OF HELP FROM THEIR LOCAL JOB SERVICE OFFICE. YOU CAN FIND THE ADDRESS AND PHONE NUMBER IN YOUR TELEPHONE BOOK.

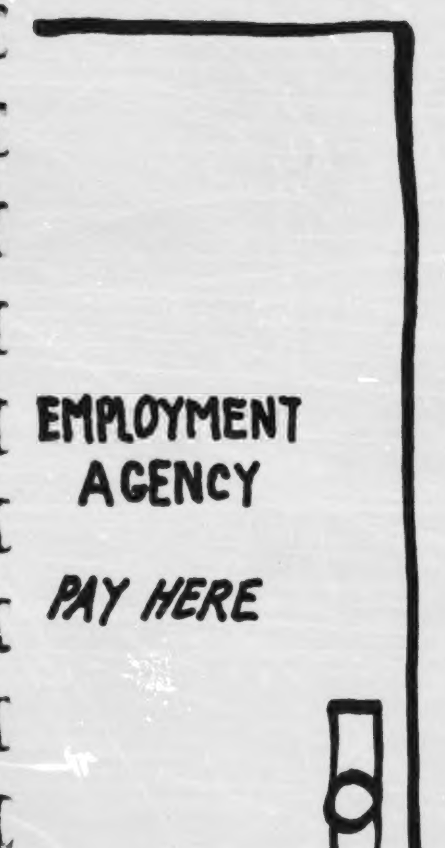
JOB SERVICE OFFICES HELP PEOPLE FIND JOBS. MANY EMPLOYERS, THOUGH, ONLY CALL JOB SERVICE IF THEY CAN'T FILL A POSITION BY WORD OF MOUTH (FRIENDS TELLING FRIENDS).

SO, THERE MAY BE MANY JOBS OPEN, AND JOB SERVICE MAY NOT KNOW ABOUT THEM.

STOP BY THE JOB SERVICE OFFICE AND ASK FOR HELP. TELL THE PERSON THE KIND OF JOB YOU WANT. ASK IF THEY HAVE ANY SUGGESTIONS ON WHO YOU MIGHT SEE ABOUT JOB OPENINGS.

BE SURE AND TELL THE JOB COUNSELOR "THANKS!"





WHAT ABOUT EMPLOYMENT AGENCIES?

EMPLOYMENT AGENCIES PROBABLY WON'T HELP YOU VERY MUCH. BESIDES, THEY WILL USUALLY CHARGE YOU A FEE. THE FEE THEY CHARGE MAY BE AS MUCH AS ALL YOU EARN THE FIRST MONTH.

PRIVATE EMPLOYMENT AGENCIES MAKE MONEY. THEY MAKE MONEY ONLY WHEN THEY FIND PEOPLE JOBS. THEY ARE USUALLY MORE INTERESTED IN GETTING YOU PLACED IN ANY KIND OF A JOB THAN THEY ARE IN GETTING YOU A JOB YOU REALLY WANT.

LOTS OF PEOPLE WHO PAY EMPLOYMENT AGENCIES MONEY TO FIND THEM A JOB NO LONGER HAVE THAT JOB THREE MONTHS LATER. THIS MEANS THE PERSON IS NO LONGER WORKING AT THE JOB THE EMPLOYMENT AGENCY FOUND.

BUT THE AGENCY HAS THAT PERSON'S MONEY.

YOU ARE YOUR OWN
BEST
EMPLOYMENT AGENCY!

MY ADVICE IS THIS: FORGET ABOUT GOING TO A PRIVATE EMPLOYMENT AGENCY.

I BELIEVE YOU CAN GET YOUR JOB ON YOUR OWN!

USING YOUR OWN TIME, ENTHUSIASM, AND ENERGY I BELIEVE YOU CAN FIND THE JOB YOU WANT.

AND YOU WILL HAVE THE MONEY FOR YOURSELF THAT AN AGENCY WOULD HAVE CHARGED YOU.

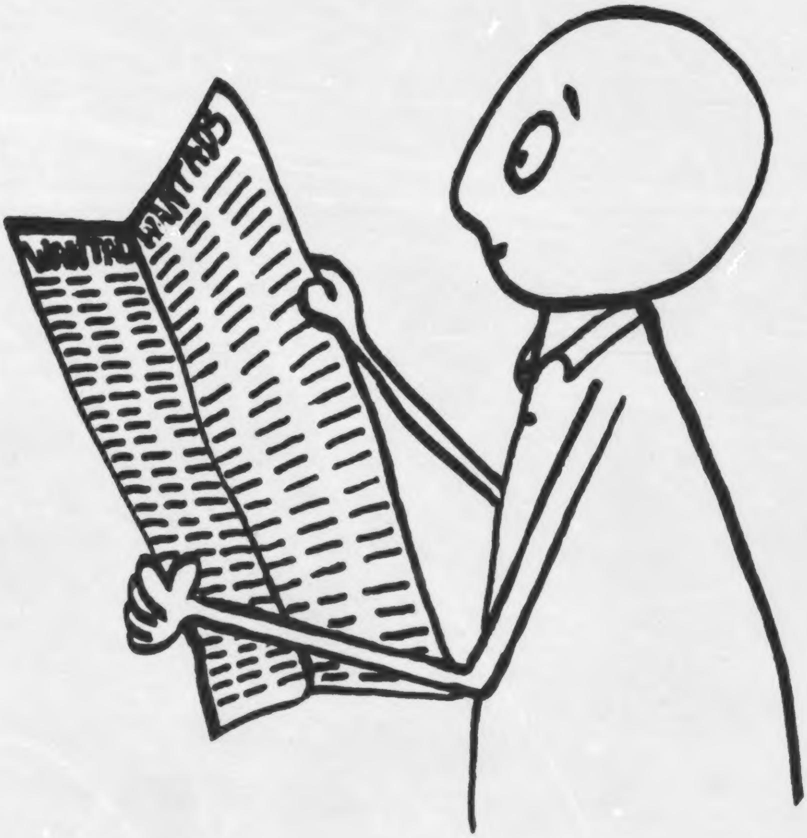
WHAT ABOUT WANT ADS IN THE NEWSPAPER?

REMEMBER, EMPLOYERS ONLY USE AGENCIES AND NEWSPAPER WANT ADS (HELP WANTED COLUMNS) IF THEY CAN'T FILL THE JOB BY WORD OF MOUTH. THIS MEANS THAT THERE ARE USUALLY MANY MORE JOB OPENINGS OUT THERE THAN LISTED IN THE HELP-WANTED COLUMNS.

YOU CAN TAKE SOME TIME TO LOOK AT WANT-ADS, BECAUSE SOME PEOPLE DO FIND JOBS THAT WAY.

BUT DON'T JUST LOOK AT THE HELP-WANTED SECTION.

REMEMBER TO GET OUT AND TALK TO PEOPLE. THAT'S THE BEST WAY TO TURN JOB HUNTING INTO JOB GETTING.



WHAT ABOUT A "WORK-WANTED" AD?

ONCE IN A WHILE SOMEBODY WILL GET A JOB BECAUSE THAT PERSON PUT AN AD IN THE PAPER. IF YOU'RE LOOKING FOR FARM WORK, WORK DOING HOUSE-CLEANING, BABY-SITTING, TYPING OR BOOKKEEPING YOU CAN TRY TO WRITE AN AD ABOUT YOURSELF.

REMEMBER, THOUGH, THAT VERY, VERY FEW PEOPLE GET JOBS LIKE THIS.

YOU WILL STILL USUALLY GET A JOB FASTER IF YOU SPEND MOST OF YOUR TIME TALKING TO PEOPLE ABOUT THE KIND OF JOB YOU WANT.

WHAT

DO YOU

DO

WHEN

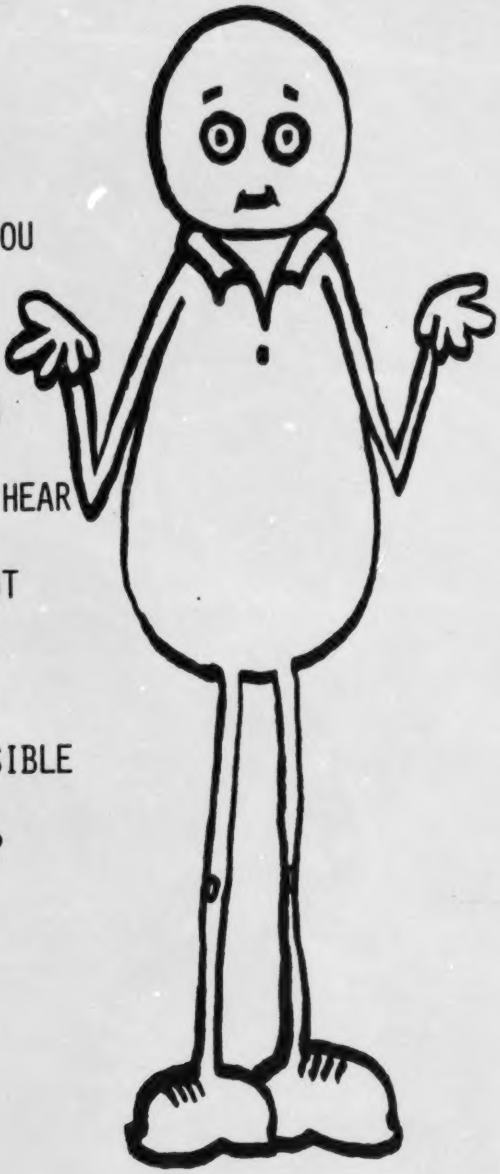
YOU HEAR

ABOUT

A

POSSIBLE

JOB?

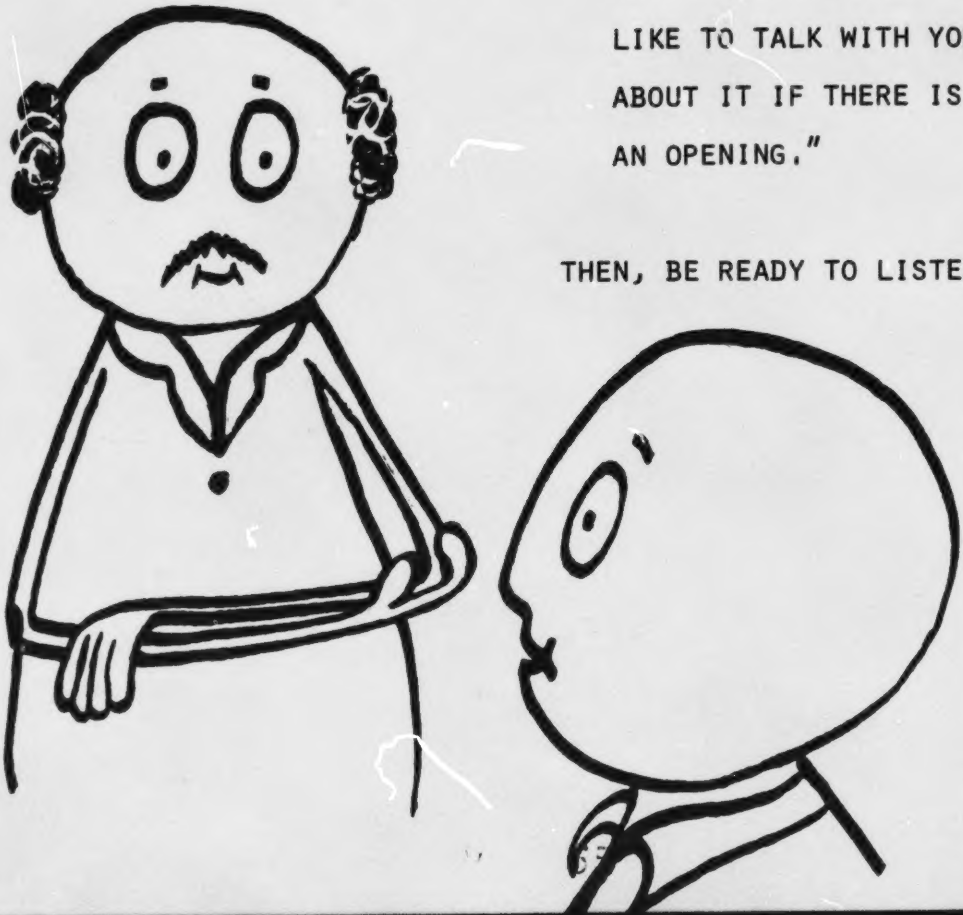


THAT'S RIGHT ! YOU GO AND TALK WITH THE PERSON WHO MIGHT HAVE A JOB YOU'RE INTERESTED IN.

YOU CAN SAY SOMETHING LIKE,

> "_________ TOLD ME YOU MIGHT HAVE A JOB OPENING AS A ____(JOB)_____ . THAT KIND OF JOB REALLY INTERESTS ME, AND I'D LIKE TO TALK WITH YOU ABOUT IT IF THERE IS AN OPENING."

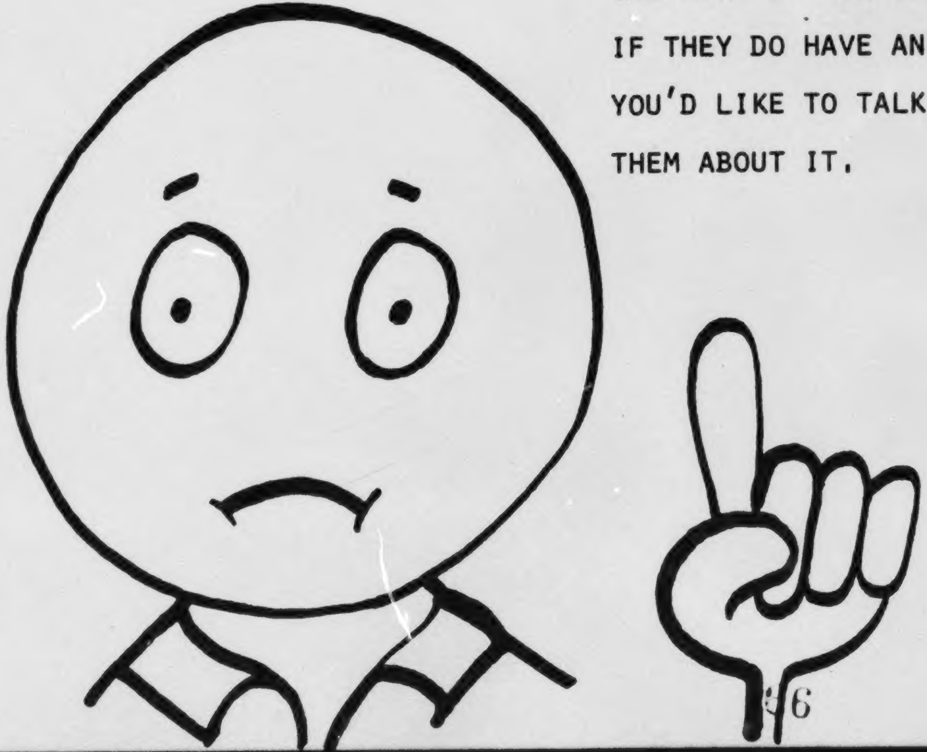
THEN, BE READY TO LISTEN.



NEVER
ASK SOMEONE
DIRECTLY
IF THEY HAVE
A JOB FOR YOU!

THAT TURNS PEOPLE OFF.

INSTEAD, SAY THAT YOU HEARD THEY MIGHT HAVE A JOB OPENING. YOU'RE INTERESTED BECAUSE THAT'S THE KIND OF JOB YOU'D LIKE. IF THEY DO HAVE AN OPENING, YOU'D LIKE TO TALK WITH THEM ABOUT IT.



IF YOU'RE INTERESTED IN THE JOB...

AND THEY'RE ACCEPTING APPLICATIONS FOR A PERIOD OF TIME,

NOW YOU HAVE SOME WORK TO DO.

YOU ARE GOING TO FIND OUT AS MUCH AS YOU CAN ABOUT THE NEEDS OF THE EMPLOYER.

YOU ARE GOING TO FIND OUT AS MUCH AS YOU CAN ABOUT HOW YOU CAN FILL THOSE NEEDS.

IT WILL TAKE TIME TO DO THIS.

FIRST, ASK IF THEY HAVE A WRITTEN JOB ANNOUNCEMENT THAT YOU COULD HAVE.

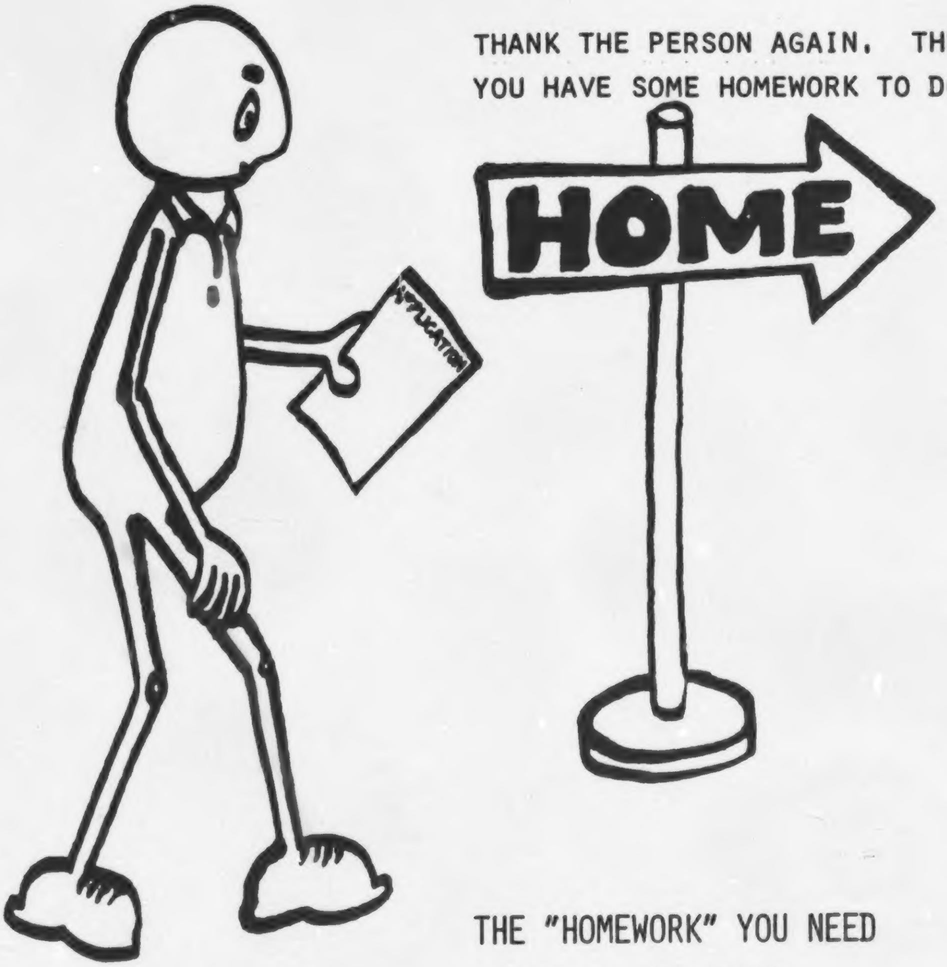
THEN, ASK SOMETHING LIKE, "WHAT ARE THE QUALITIES YOU'RE LOOKING FOR IN THE PERSON TO FILL THIS JOB?"

LISTEN, LISTEN VERY CAREFULLY.

ASK ANY OTHER QUESTIONS YOU HAVE ABOUT THE JOB.

TELL THE PERSON YOU'RE VERY INTERESTED IN THE JOB. SAY SOMETHING LIKE, "I'M REALLY INTERESTED IN THIS JOB, AND I APPRECIATE YOUR TAKING TIME TO TALK WITH ME ABOUT IT. I'D LIKE SOME TIME TO THINK ABOUT IT BEFORE I APPLY. CAN I BRING MY APPLICATION TO YOU NEXT WEEK?"

THANK THE PERSON AGAIN. THEN, HEAD HOME. YOU HAVE SOME HOMEWORK TO DO.



THE "HOMEWORK" YOU NEED TO DO IS EXPLAINED IN FOLDER 4.

IF YOU'RE INTERESTED IN THE JOB...

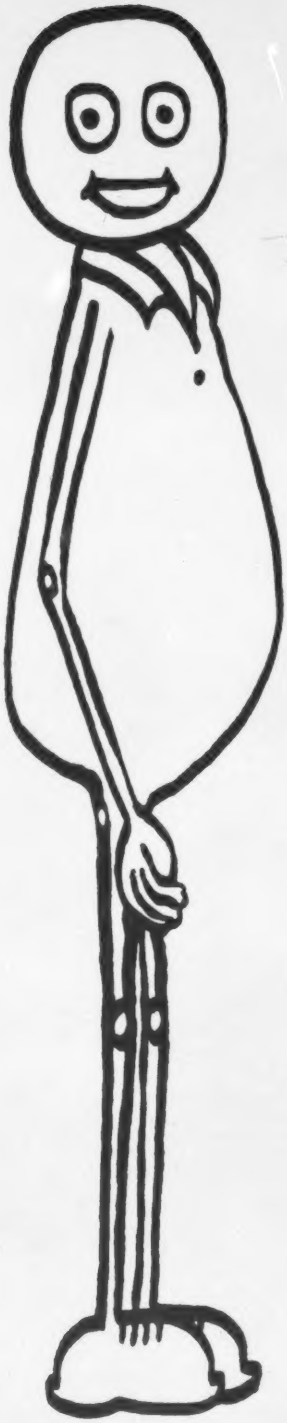
AND--THE JOB CAN BEGIN TOMORROW...
YOU HAVE SOME FAST THINKING TO DO. YOU LIKE THE SOUND OF THE JOB. THE EMPLOYER WANTS THE JOB FILLED RIGHT AWAY. YOU CAN BEGIN TOMORROW.

DON'T BE TOO EAGER. ENTHUSIASTIC -- YES. PUSHY -- NO.

TELL THE PERSON YOU'RE INTERESTED IN THE JOB. TELL THE PERSON, BRIEFLY, WHY YOU THINK YOU COULD DO THE JOB AND DO IT WELL. THEN SAY SOMETHING LIKE, "AND I COULD BEGIN AS SOON AS YOU WOULD LIKE."

THEN WAIT FOR A MOMENT. IF THE INTERVIEWER IS INTERESTED, HE OR SHE WILL START TALKING ABOUT THE DETAILS OF THE JOB. THINGS LIKE HOURS, PAY, ETC. YOU CAN HANDLE IT FROM THIS POINT ON.

IF THE INTERVIEWER HESITATES, AND YOU STILL WOULD LIKE THE JOB, TELL HIM OR HER SOME MORE ABOUT WHY YOU THINK YOU WOULD DO THE JOB WELL. ADD ANY IDEAS YOU HAVE ABOUT HOW YOU COULD DO THE JOB WELL. BE ENTHUSIASTIC, BUT DON'T BE PUSHY.



IF THE PERSON
SAYS "OK, BE HERE
TOMORROW MORNING AT 8 AM,"
THEN SMILE. THANK
THE PERSON.

TELL THE PERSON
YOU APPRECIATE
THE CHANCE TO WORK
FOR HIM OR HER.

THEN GO HOME.
GET READY TO GO TO
WORK THE NEXT MORNING.

YOU'LL NEED A GOOD
NIGHT'S SLEEP.
YOU'LL NEED TO GET
YOUR CLOTHES READY.

YOU HAVE YOUR JOB.

I HOPE YOU LIKE IT.
I HOPE YOU KEEP IT.

IF YOU FIND A HELP-WANTED AD FOR A JOB SIMILAR TO WHAT YOU'RE LOOKING FOR . . .

HERE ARE SOME THINGS FOR YOU TO DO:

1. SEE THE PERSON LISTED IN THE WANT-AD. IF NO PERSON IS LISTED, TURN TO PAGE 9 IN YOUR WORKBOOK.

2. SAY SOMETHING LIKE THIS TO THE PERSON WHEN YOU SEE HER/HIM:

   "I SAW THE AD IN THE PAPER FOR A JOB AS _____. I'M INTERESTED IN KNOWING MORE ABOUT WHAT YOUR JOB NEEDS ARE."

3. LISTEN, VERY CAREFULLY.

4. ASK QUESTIONS ABOUT THE DUTIES OF THE JOB. WHAT KIND OF WORK IS IT? WHAT EXACTLY WILL THE EMPLOYEE BE DOING? WHEN DO THEY WANT SOMEONE TO BEGIN?

IF YOU'RE STILL INTERESTED IN THE JOB, TURN TO FOLDER 4.

IF YOU'RE NOT INTERESTED, TURN TO THE NEXT PAGE.

IF YOU'RE NOT INTERESTED IN THE JOB...

TELL THE PERSON YOU'RE TALKING TO THAT YOU'RE REALLY MORE INTERESTED IN OTHER KINDS OF WORK. BRIEFLY TELL THE PERSON THE KIND OF JOB YOU REALLY WANT.

THEN THANK THE PERSON FOR GIVING TIME TO YOU.

BE SURE YOU HAVE THE PERSON'S NAME AND BUSINESS ADDRESS. WHEN YOU GET HOME, WRITE THE PERSON A THANK-YOU LETTER.

ASK IF HE OR SHE KNOWS OF ANY JOBS LIKE THE ONE YOU ARE LOOKING FOR. ASK IF THEY KNOW OF OTHER PERSONS WHO MIGHT KNOW ABOUT JOBS LIKE THE ONE YOU'RE LOOKING FOR.

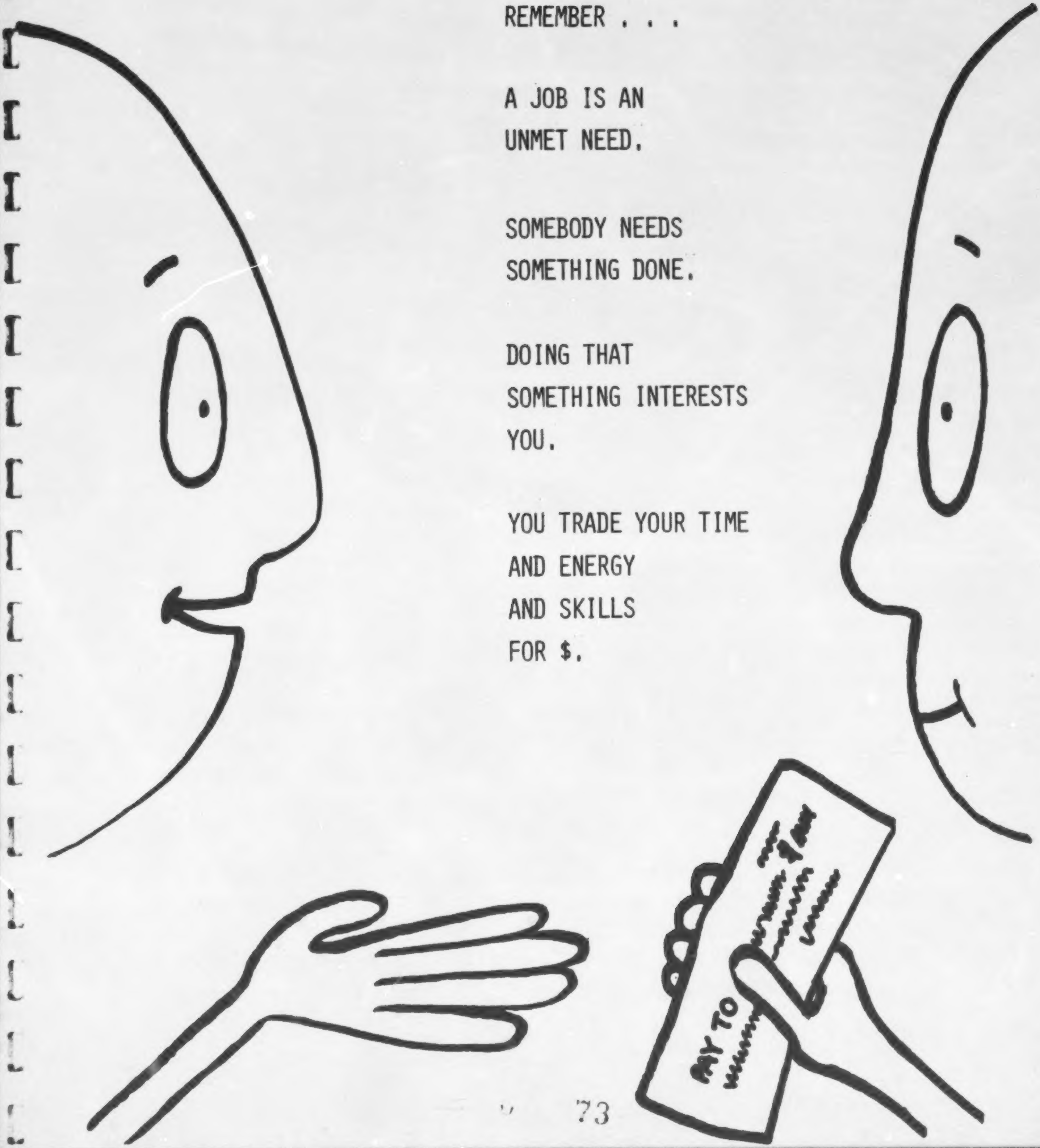
REMEMBER . . .

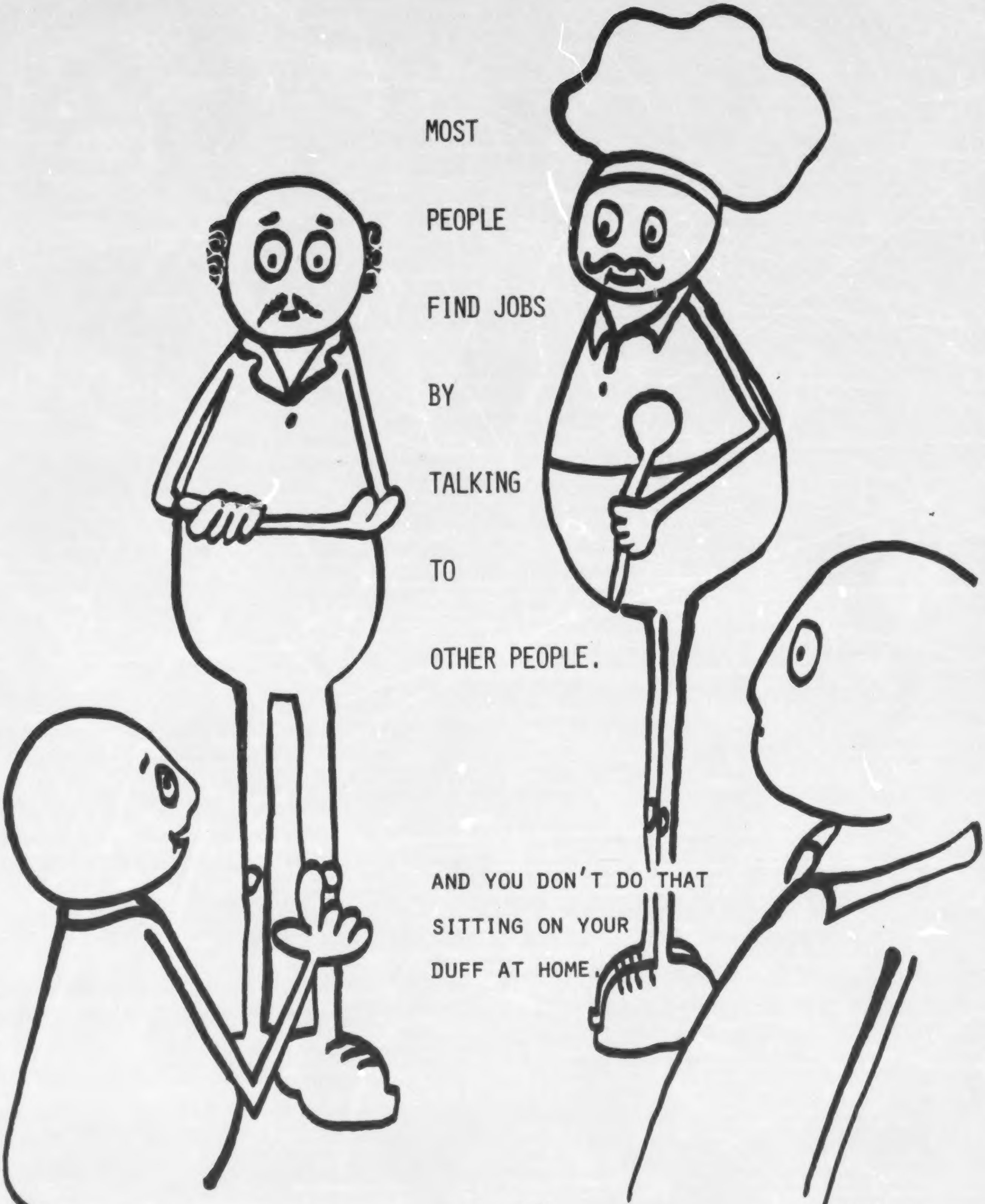
A JOB IS AN
UNMET NEED.

SOMEBODY NEEDS
SOMETHING DONE.

DOING THAT
SOMETHING INTERESTS
YOU.

YOU TRADE YOUR TIME
AND ENERGY
AND SKILLS
FOR $.

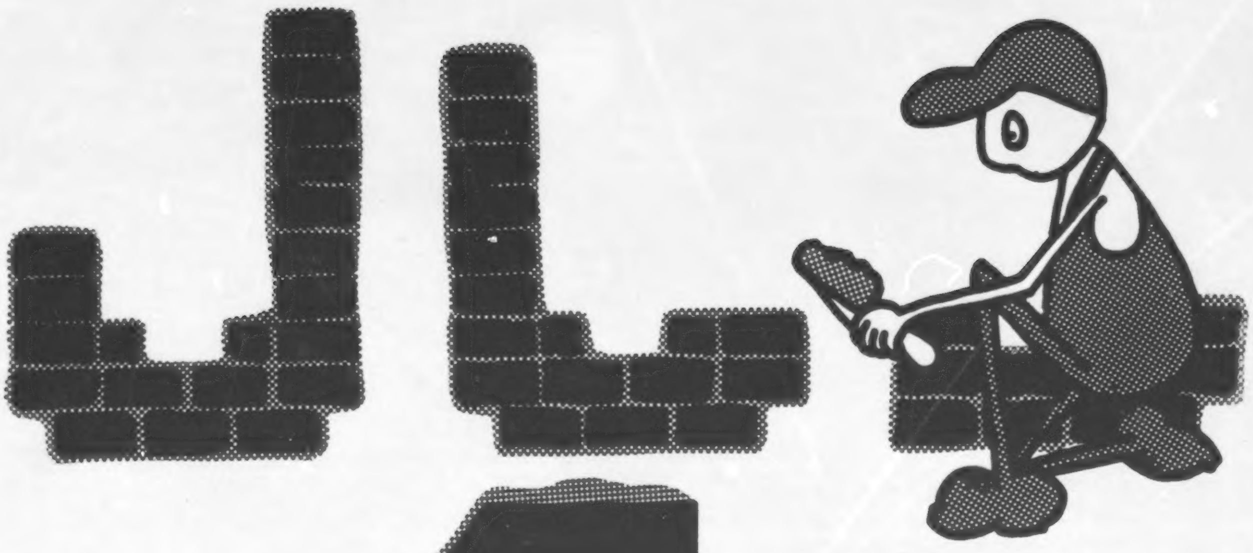




MOST PEOPLE FIND JOBS BY TALKING TO OTHER PEOPLE.

AND YOU DON'T DO THAT SITTING ON YOUR DUFF AT HOME.

TURN TO
FOLDER 4
TO LEARN
HOW TO
APPLY FOR JOBS.



4

HOW TO GET THE JOB YOU FIND

Written by
Richard S Deems, PhD

Production by
Franck Communications

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YOU

ARE

YOUR

OWN

BEST

EMPLOYMENT

SERVICE!

HOW TO USE
PACKET 4

1. LISTEN TO THE AUDIO TAPE
2. TURN THE PAGE AND FOLLOW THE INSTRUCTIONS.

CONGRATULATIONS!

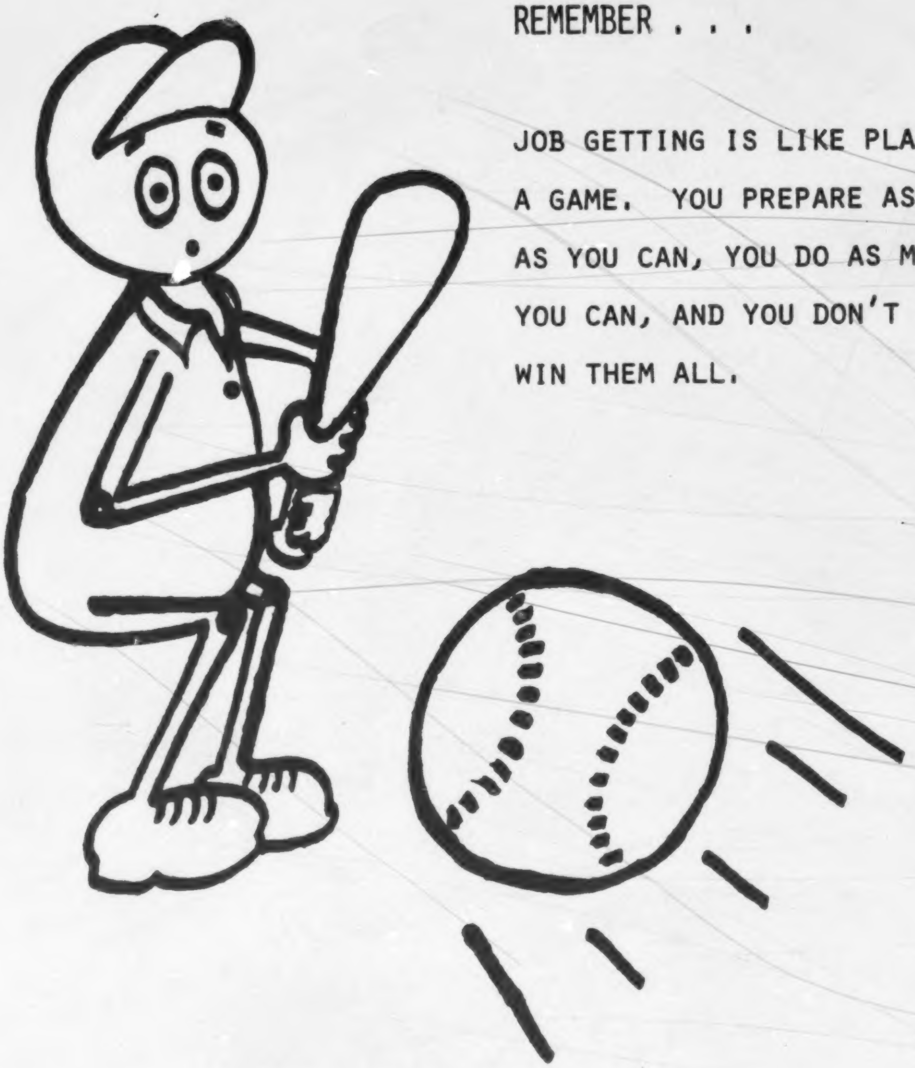
YOU'VE FOUND A JOB
YOU'RE INTERESTED IN.

THE WORK IS
VERY CLOSE TO
WHAT YOU
MOST ENJOY
DOING.

NOW YOU'RE WONDERING,
"HOW DO I GET THAT JOB?"

REMEMBER . . .

JOB GETTING IS LIKE PLAYING A GAME. YOU PREPARE AS WELL AS YOU CAN, YOU DO AS MUCH AS YOU CAN, AND YOU DON'T ALWAYS WIN THEM ALL.



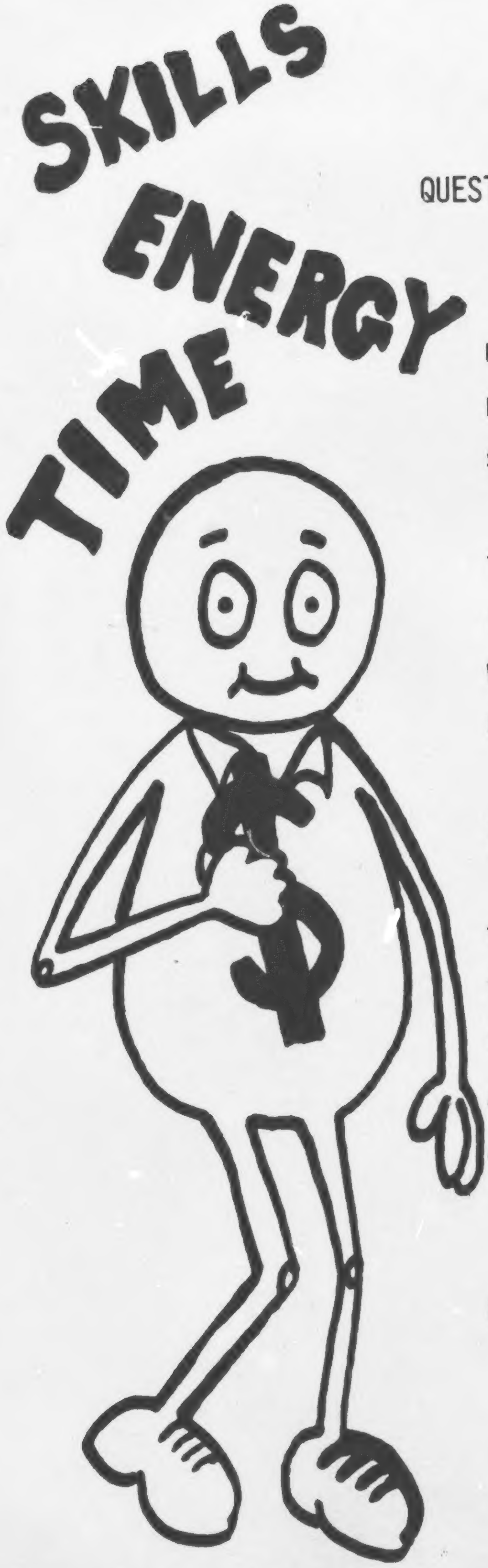
BUT...

THE SUGGESTIONS IN THIS KIT MAY HELP YOU TO WIN A FEW MORE THAN YOU LOSE.

THERE ARE 3 BASIC QUESTIONS FOR YOU TO ANSWER IN GETTING THE JOB YOU WANT.

1. WHAT ARE THE JOB NEEDS?
2. HOW CAN YOU HELP MEET THOSE NEEDS?
3. HOW CAN YOU BEST PRESENT YOURSELF AS THE RIGHT PERSON TO MEET THOSE NEEDS?

WAYS TO ANSWER THESE QUESTIONS ARE ON THE FOLLOWING PAGES.



QUESTION 1 - WHAT ARE THE JOB NEEDS?

REMEMBER, A JOB IS AN UNMET NEED. NOBODY HIRES ANYBODY TO SIT AROUND AND DO NOTHING.

THE JOB YOU WANT IS THERE BECAUSE IT'S NEEDED. THE EMPLOYER IS WILLING TO TRADE HIS OR HER $'S FOR YOUR TIME, ENERGY AND SKILLS.

IT'S THAT SIMPLE.

YOUR FIRST TASK IN GETTING THE JOB YOU WANT IS TO FIND OUT AS MUCH AS YOU CAN ABOUT ALL THOSE UNMET NEEDS.

HOW CAN YOU DO THAT?

HERE ARE SOME SUGGESTIONS ON FINDING OUT WHAT THE JOB NEEDS ARE.

ASK FOR THE JOB ANNOUNCEMENT OR JOB DESCRIPTION. IT WILL LIST IN DETAIL WHAT THE JOB INVOLVES.

READ THROUGH THE JOB DESCRIPTION. IF YOU DON'T UNDERSTAND ANY STATEMENTS, CALL THE PERSON BACK. TELL THE PERSON YOU HAVE SOME QUESTIONS ABOUT THE JOB. THEN, ASK YOUR QUESTIONS. LISTEN CAREFULLY. YOU MAY WANT TO WRITE OUT SOME OF YOUR IDEAS AS TO HOW YOU CAN MEET THESE NEEDS.

TALK WITH YOUR FRIENDS. IF YOU HAVE SOME FRIENDS WHO DO SIMILAR KINDS OF WORK, ASK THEM WHAT IT'S LIKE. TELL THEM YOU'RE GOING TO APPLY FOR A SIMILAR JOB. ASK THEM FOR HELP ON FINDING OUT WHAT THE JOB NEEDS ARE.

YOU MAY WANT TO TALK WITH THE INTERVIEWER (THE PERSON WHO CAN HIRE YOU) AGAIN ABOUT THE JOB. YOU CAN SAY SOMETHING LIKE THIS:

> "I'D LIKE TO TALK WITH YOU AGAIN ABOUT THE JOB. AS I UNDERSTAND IT, THE JOB INVOLVES (DESCRIBE WHAT YOU THINK THE JOB INVOLVES). IT WOULD HELP ME IF YOU COULD TELL ME IF I'M RIGHT. AND, WHAT OTHER THINGS THE JOB INVOLVES."

THEN BE READY TO LISTEN. ASK SPECIFIC QUESTIONS IF YOU NEED TO.

THANK THE PERSON YOU'VE TALKED TO. IF YOU'RE STILL INTERESTED IN THE JOB, TELL THE PERSON YOU ARE. TELL THE PERSON YOU'RE JUST ABOUT READY TO HAND IN YOUR APPLICATION PACKAGE.

ASK THE PERSON IF YOU CAN BRING YOUR APPLICATION PACKAGE TO HIM OR HER ON A CERTAIN DAY.

THEN GET READY
TO HAND IN YOUR
APPLICATION PACKAGE!

APPLICATION
PACKAGE

WHAT'S AN
APPLICATION PACKAGE?

KEEP READING. AN
APPLICATION PACKAGE
WILL BE DESCRIBED
IN A FEW PAGES.

QUESTION 2 - HOW CAN YOU MEET THOSE NEEDS?

ONCE YOU'VE FOUND OUT WHAT THE JOB NEEDS ARE, YOU NEED TO MATCH YOUR SKILLS WITH THOSE JOB NEEDS.

THINK BACK ABOUT ALL THE SKILLS YOU HAVE.

THINK BACK ABOUT TIMES IN WHICH YOU'VE USED THOSE SKILLS IN WAYS SIMILAR TO WHAT IS NEEDED IN THE JOB YOU WANT.

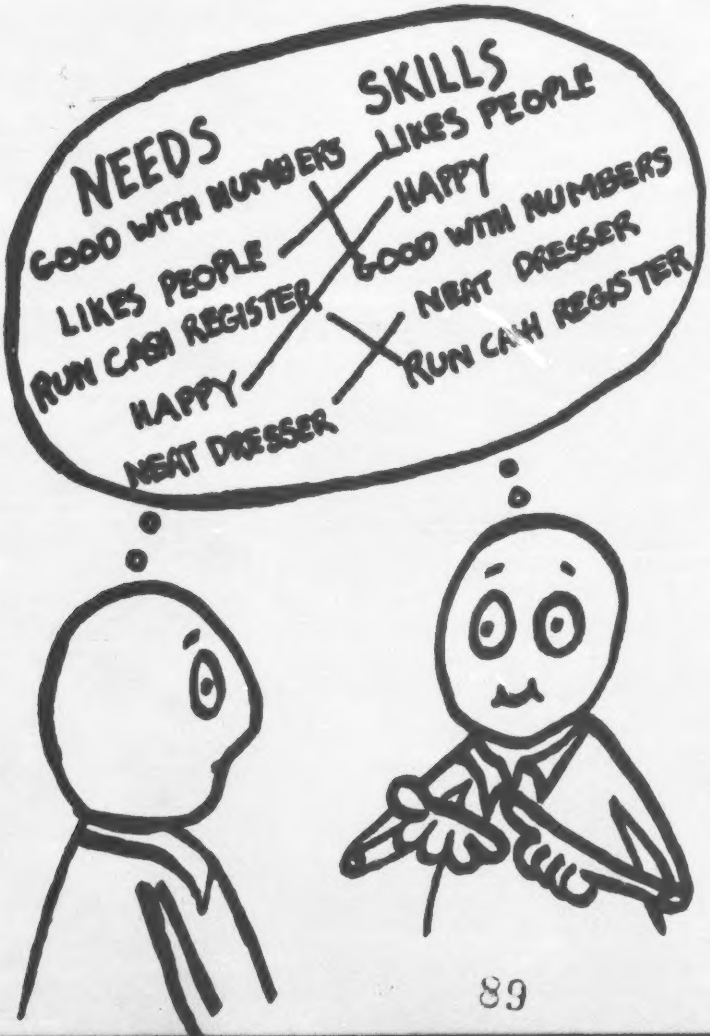
IT MAY HELP TO MAKE A LIST.

ON PAGE 10
IN YOUR WORKBOOK
IS A FORM
WHICH MAY HELP YOU
MATCH YOUR SKILLS
WITH THE JOB NEEDS.

ASK YOUR FRIENDS TO HELP.

ASK YOUR CLASS TEACHER TO HELP.

ASK THEM TO HELP YOU
THINK THROUGH WHAT
THE JOB NEEDS ARE AND
HOW YOUR SKILLS
CAN MEET THOSE NEEDS.


NEEDS
GOOD WITH NUMBERS
LIKES PEOPLE
RUN CASH REGISTER
HAPPY
NEAT DRESSER
SKILLS
LIKES PEOPLE
HAPPY
GOOD WITH NUMBERS
NEAT DRESSER
RUN CASH REGISTER

THINK OF SKILLS
AS SOMETHING THAT CAN
BE TRANSFERRED
FROM ONE JOB TO ANOTHER.

HERE'S AN EXAMPLE.
BILL GOT A JOB AS A
TEENAGER DRIVING A TRUCK.
HE HAD NEVER DRIVEN A TRUCK
BEFORE.
BUT HE HAD DRIVEN TRACTORS
ON FARMS BEFORE.

THE JOB NEEDED AN EXPERIENCED
TRUCK DRIVER.
BILL TOLD THE FOREMAN,
"I'D REALLY LIKE THIS JOB.
I'VE NEVER DRIVEN A BIG TRUCK
BEFORE, BUT I'VE DRIVEN BIG
TRACTORS DOING FARMWORK."

THE FOREMAN ASKED BILL
SOME QUESTIONS AND BILL
HAD A CHANCE TO SHOW
THAT HE KNEW ABOUT MACHINERY.

WHEN THE FOREMAN ASKED
BILL TO TEST-DRIVE FOR HIM,
BILL HAD SOME MORE QUESTIONS.
THE FOREMAN LIKED THAT.
IT SHOWED THAT BILL DIDN'T
THINK HE KNEW EVERYTHING.

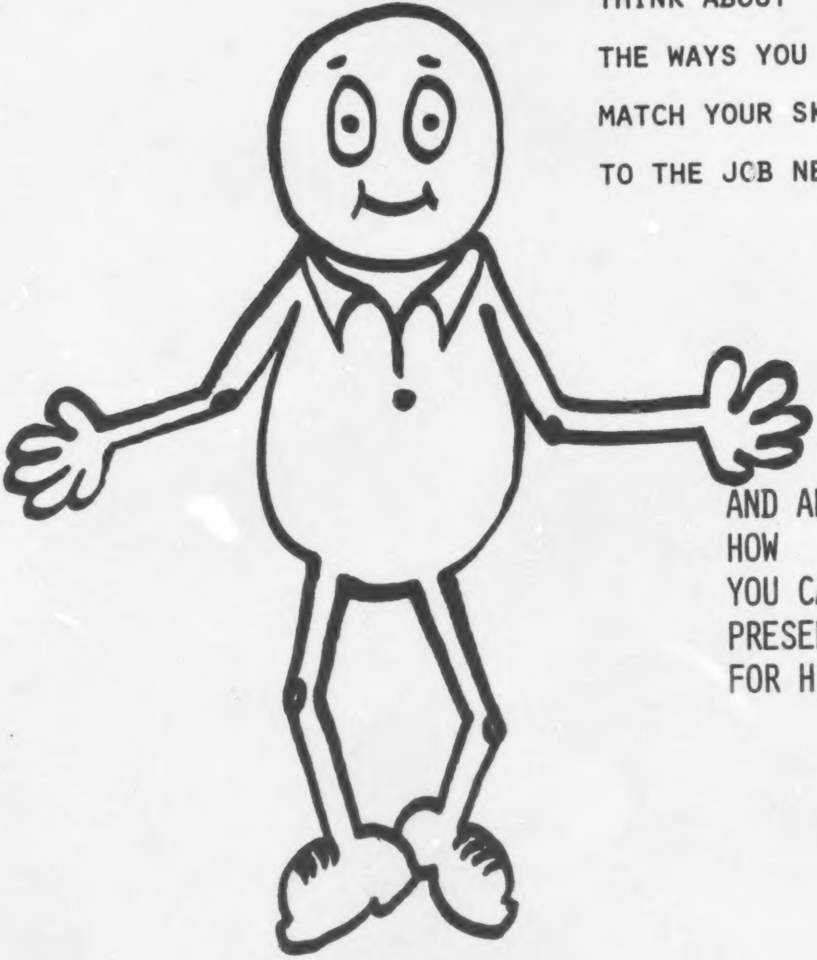
IT ALSO SHOWED THAT BILL
WOULD RESPECT THE TRUCKS,
BECAUSE HE DIDN'T WANT TO
MAKE ANY MISTAKES.

IT ALSO SHOWED THAT BILL
WANTED TO LEARN.

BILL GOT THE JOB.

BEGINNING ON PAGE 12
IN YOUR WORKBOOK
ARE OTHER EXAMPLES
OF HOW PEOPLE GOT THE
JOBS THEY WANTED.

IT MAY HELP YOU
THINK ABOUT
THE WAYS YOU CAN
MATCH YOUR SKILLS
TO THE JOB NEEDS.



AND ALSO
HOW
YOU CAN BEST
PRESENT YOURSELF
FOR HIRING!

REMEMBER . . .

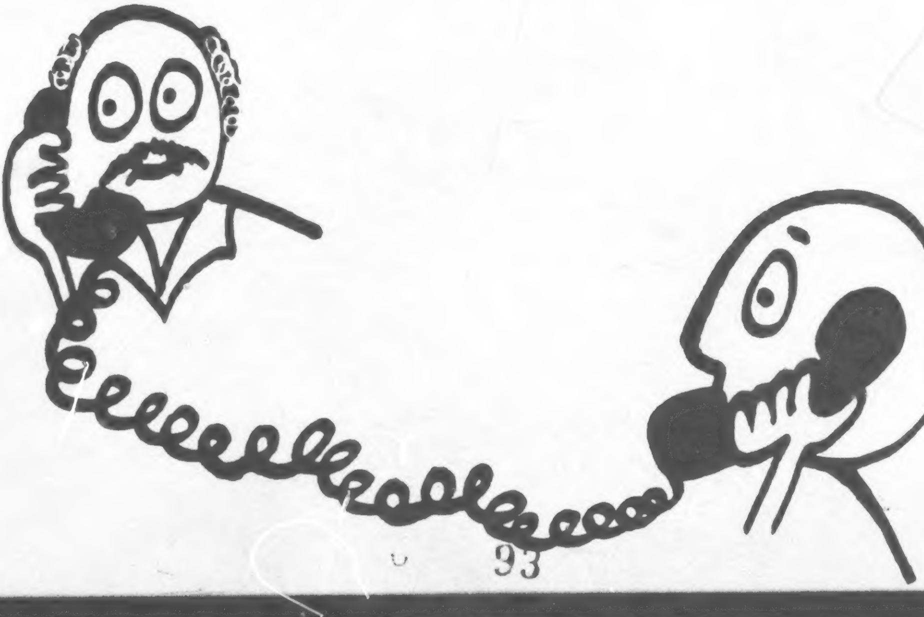
PEOPLE GET HIRED FOR ONE OF TWO REASONS.

EITHER

1. THEY REALLY IMPRESS THE PERSON WHO DOES THE HIRING AS BEING THE RIGHT PERSON FOR THE JOB;

OR

2. A FRIEND, WHO ALSO KNOWS THE PERSON DOING THE HIRING, CALLS AND RECOMMENDS YOU.



QUESTION 3 - HOW CAN YOU BEST PRESENT YOURSELF?

YOU WANT TO PRESENT YOURSELF
AS THE BEST PERSON FOR
THE JOB.

THIS MEANS YOU NEED TO KNOW
WHAT THE JOB INVOLVES.
IT ALSO MEANS YOU NEED
TO THINK ABOUT WHY YOU
WANT TO DO THE JOB.
ALSO, YOU NEED TO THINK
ABOUT WHAT MAKES YOU THE
BEST PERSON FOR THE JOB.

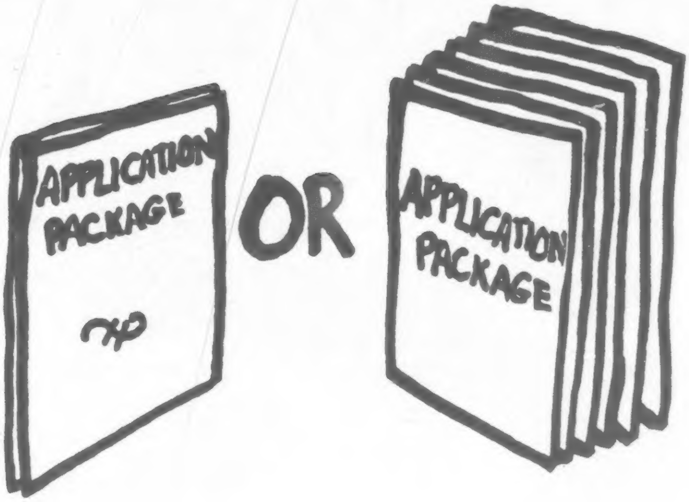
I'M BEST BECAUSE.

ONCE YOU'VE THOUGHT
ABOUT THESE THINGS,
YOU'RE READY
TO PUT TOGETHER
YOUR APPLICATION PACKAGE.

THE WAY YOUR APPLICATION PACKAGE LOOKS WILL BE DIFFERENT FOR EACH JOB YOU APPLY FOR.

WHY?

BECAUSE NO TWO JOBS ARE THE SAME. THEY MAY HAVE THE SAME JOB NAME, BUT IF THEY'RE FOR DIFFERENT COMPANIES, THE JOB NEEDS WILL BE SLIGHTLY DIFFERENT.


APPLICATION PACKAGE
OR
APPLICATION PACKAGE

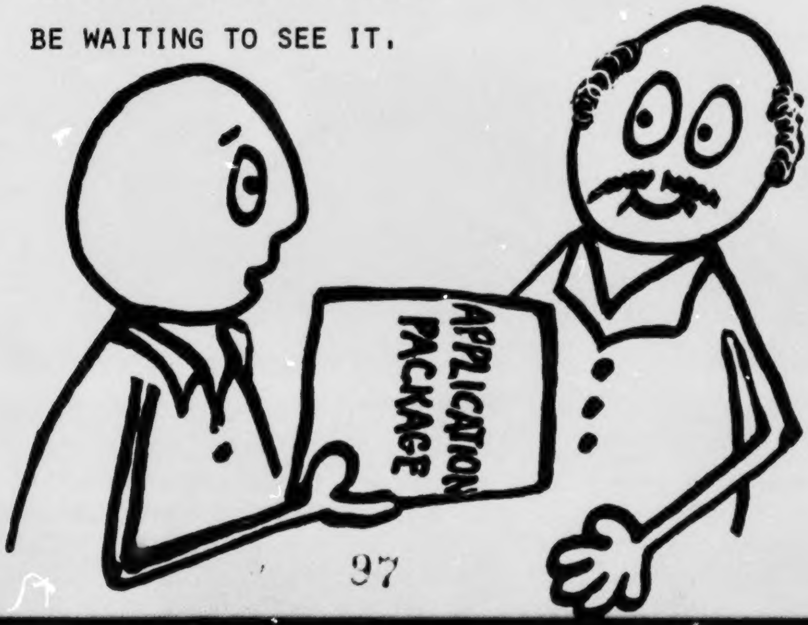
AN APPLICATION PACKAGE
MAY BE JUST YOUR SKILL SUMMARY
PAGE AND THE COMPANY APPLICATION
FORM.

OR, IT MAY BE YOUR SKILL SUMMARY
PAGE, SOME LETTERS OF RECOMMENDATION,
AND SAMPLES OF THE KIND OF WORK
YOU CAN DO.

USUALLY IT'S BEST
TO HAND YOUR APPLICATION
PACKAGE DIRECTLY
TO THE PERSON WHO WILL
HIRE SOMEONE FOR THE JOB.

IF YOU'VE DONE YOUR
INVESTIGATION OF THE JOB,
YOU WILL HAVE ALREADY TALKED
TO THIS PERSON.

YOU WILL HAVE ALREADY TOLD
THE PERSON YOU WILL BE BRINGING
IN YOUR APPLICATION PACKAGE.
HE OR SHE WILL PROBABLY
BE WAITING TO SEE IT.



APPLICATION
PACKAGE

YOUR APPLICATION PACKAGE MAY BE JUST YOU. YOU WILL BE READY TO TALK ABOUT THE WAYS YOU CAN DO THE JOB.

YOU WILL SHOW ENTHUSIASM, ENERGY, THE ABILITY TO GET ALONG WITH CO-WORKERS.

YOUR ENTHUSIASM AND IDEAS ABOUT HOW YOU CAN MEET THE JOB NEEDS MAY BE ALL YOU NEED TO GET HIRED.

ONCE YOU'RE HIRED, THE EMPLOYER MAY ASK YOU TO FILL OUT AN APPLICATION FORM.

THAT'S OK. YOU ALREADY HAVE THE JOB. THE APPLICATION FORM IS JUST AN AFTERTHOUGHT.

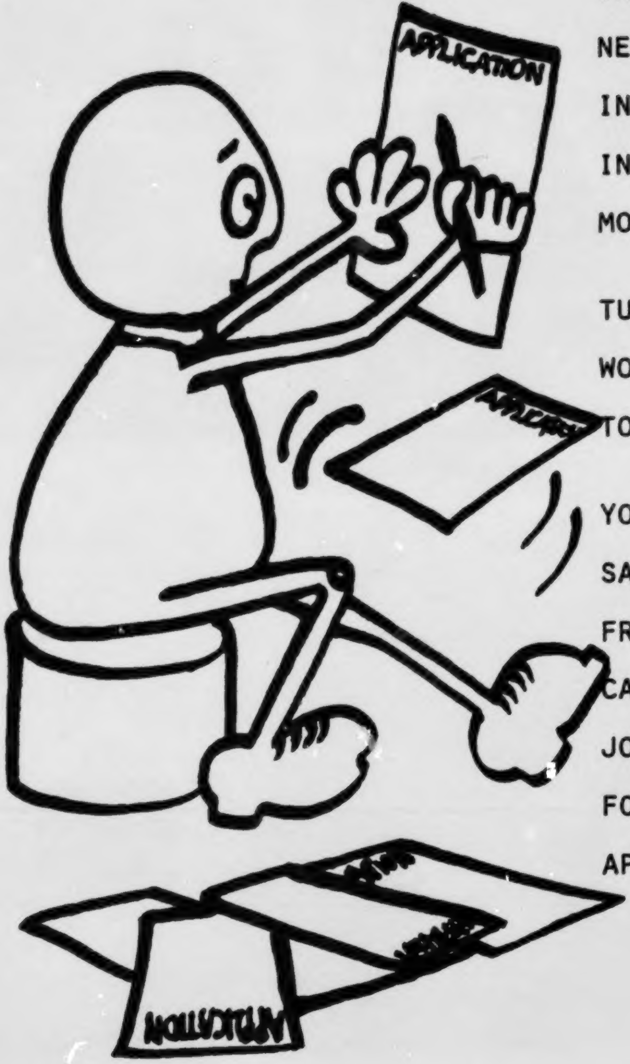
APPLICATION FORMS

SOMETIMES YOU WILL NEED TO COMPLETE AN APPLICATION FORM.

THE INFORMATION ON THE NEXT PAGE AND ON PAGE 22 IN YOUR WORKBOOK IS THE BASIC INFORMATION YOU WILL NEED FOR MOST APPLICATION FORMS.

TURN TO PAGE 22 IN YOUR WORKBOOK AND TAKE TIME TO COMPLETE THE FORM.

YOUR CLASS TEACHER MAY HAVE SAMPLE APPLICATION FORMS FROM AREA COMPANIES. YOU CAN STOP AT YOUR LOCAL JOB SERVICE OFFICE AND ASK FOR HELP IN COMPLETING APPLICATION FORMS, TOO.



APPLICATION FORMS - FACT SHEET

APPLICATION FORMS WILL ASK FOR:

NAME
ADDRESS
PHONE NUMBER
SOME FORMS MAY ASK FOR YOUR SOCIAL SECURITY NUMBER

EDUCATION, HIGHEST GRADE COMPLETED
NAME AND LOCATION OF SCHOOLS ATTENDED
ANY SPECIAL TRAINING YOU MIGHT HAVE

MOST APPLICATION FORMS WILL ASK QUESTIONS ABOUT YOUR PREVIOUS WORK. THEY WILL WANT TO KNOW:

PAST EMPLOYERS
WHAT YOU DID IN EACH OF YOUR LAST JOBS
SOME FORMS MAY ASK HOW MUCH YOU EARNED
SOME FORMS MAY ASK FOR YOUR SUPERVISOR'S NAME
SOME FORMS MAY ASK WHY YOU QUIT YOUR JOB

TURN TO PAGE 22 IN YOUR WORKBOOK AND FILL IN THE INFORMATION NEEDED FOR MOST APPLICATION FORMS.

"DUTIES"

SOME APPLICATION FORMS
WILL ASK YOU TO TELL ABOUT
YOUR DUTIES IN PAST JOBS.

BE POSITIVE AS YOU
TELL WHAT YOU DID IN
YOUR PAST JOBS.

INSTEAD OF SAYING SOMETHING
LIKE, "DROVE A DELIVERY TRUCK."
YOU MIGHT WRITE SOMETHING
LIKE:

> "MADE DELIVERIES IN COMPANY
> TRUCK; RESPONSIBLE FOR
> ORGANIZING MY SCHEDULE,
> SETTING DELIVERY ROUTE AND
> TIME SCHEDULE, AND HANDLING
> PACKAGES WITH NO BREAKAGE."

THAT TELLS MORE ABOUT WHAT
IT IS THAT YOU DID.

YOU MIGHT WANT TO WRITE
SEVERAL DESCRIPTIONS OF
YOUR PAST JOBS. THEN, ASK
SOME FRIENDS OR YOUR CLASS TEACHER
FOR SOME HELP.

SKILL SUMMARY

YOU MAY HAVE HEARD
PEOPLE TALK ABOUT A RESUME
OR A VITA.

THOSE ARE FANCY NAMES
FOR A PIECE OF PAPER
DESCRIBING WHAT A PERSON
HAS DONE.

FORGET THEM.

INSTEAD, YOU MAY WANT
TO PREPARE A SKILL SUMMARY.
A SKILL SUMMARY
IS JUST THAT. IT TELLS
PEOPLE THE SKILLS YOU HAVE
AND WHEN AND WHERE YOU'VE
USED THEM.

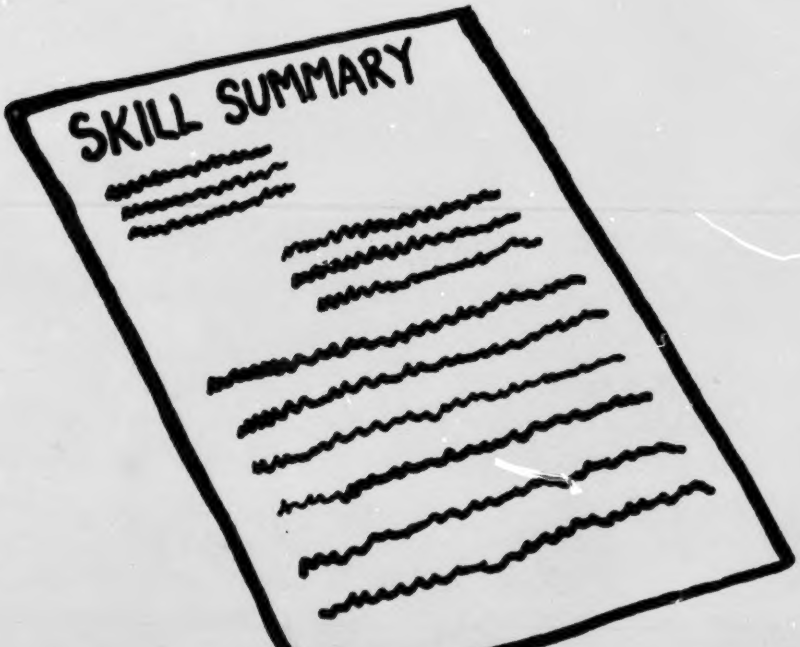
ON ONE OR TWO PIECES OF
PAPER, NEATLY TYPED,
YOU CAN PREPARE YOUR OWN
SKILL SUMMARY.

BUT FIRST.

NOT EVERYONE NEEDS
A SKILL SUMMARY.
YOU MAY WANT TO HAVE
ONE TO GIVE TO PEOPLE
YOU TALK TO.

OR, SOMETIMES IT'S HANDY
TO ATTACH TO AN APPLICATION FORM.
SOME PEOPLE USE A SKILL SUMMARY
INSTEAD OF AN APPLICATION FORM.

IT'S UP TO YOU.



A SKILL SUMMARY

INCLUDES...

YOUR NAME/ADDRESS/PHONE NUMBER

A BRIEF STATEMENT ABOUT THE KIND OF JOB YOU'RE SEEKING.

A SUMMARY OF YOUR SKILLS

A BRIEF DESCRIPTION OF YOUR SKILLS

A LIST OF THE LAST SEVERAL JOBS YOU'VE HAD, INCLUDING ONE OR TWO SENTENCES ABOUT WHAT YOU DID ON EACH JOB.

ON THE NEXT FEW PAGES ARE SOME EXAMPLES.

READ THEM OVER.
THEN DECIDE IF YOU WOULD
LIKE TO WRITE A SKILL SUMMARY
FOR YOURSELF.

DON'T HESITATE TO ASK FOR HELP.

Sandra Browning
411 High Street
Ames, Iowa 50010
515/292-7788

JOB OBJECTIVE

Position in the Des Moines area as a receptionist, where I can use my skills in meeting people, providing information, handling phone calls, and do some light typing as well.

EDUCATION AND TRAINING

National Institute of Business, 1980-81. Received Diploma in General Secretarial-Receptionist work; recognized for being in the top ten in my class; received the "Best Dressed" award three times.

GED, Ames High school, 1978. Completed the program at nights in only six months.

Colo High school, Colo, Iowa, 1975-76. Took courses in typing, book-keeping and speech as well as general courses.

WORK EXPERIENCE

National Institute of Business, 1981-present. Was asked by Dean to work Saturdays to answer the phones and provide information to persons calling or stopping in at the school. Received a pay increase for "commendable work" after two months.

Charley's Cafe, 1979. Responsible for courteous greeting of customers, answering questions about menu items and specials, accurate order-taking and communication with chef, prompt delivery of prepared food; before I left each evening, I was asked to secure the cafe and prepare the night deposit.

Randall's Deli, 1978. Responsible for food preparation for sale at Deli; accurate measuring and following directions was essential. Received "Employee of the Month" award.

1976-1978. During this time I had several part-time jobs in Colo, Ames, and Huxley. I worked as a gas station attendant, where I was also responsible for balancing the books at the end of the day. I also worked at Mr B's as hostess, and Browning Construction as flagman.

REFERENCES

Please feel free to contact any of the following for comments about my abilities and strengths:

H W Alfred, Dean of Students, National Institute of Business, Office Phone 515/981-5001.

Charley Adkins, owner of Charley's Cafe, Phone 515/234-5678.

Jim Sweeney, Deli manager, Randall's, Phone 515/234-5679.

Chuck Obarski
Rt 1
Beatrice, Nebraska 68701
402/489-2748

JOB WANTED

Job as welder and farm equipment repair specialist, where I can use my skills in welding, finding problems, and repairing broken and/or non-working farm machines.

SKILL SUMMARY

Dependable. In nearly three years of part-time and full-time work, I have always been to work on time and only needed four days leave for illness.

Work well with others. Have worked well with other workers in every job I've had. Often told I was "easy to get along with."

Welding. Learned how to weld as growing up on farm and received further training later. Have used five different kinds of welding machines with many different kinds of metals.

Repairing machines. Seemed to have a sense of why a machine isn't working right and can find the problem quickly. Able to often repair parts rather than just replace broken parts.

WORK EXPERIENCE

Present. Just completing 1-year course in welding and metals at Southeast Community College. Will be certified as a welder in four different areas. Shop work often commended by instructor and often used as "good example."

Hastings Farm Equipment, 1978-1980. Began as general helper, and was repairman before I left to attend community college. Also worked as parts specialist, assembler of new equipment, and spot welder before being asked to repair farm machines.

Ace Drilling Company, 1977. Worked on drilling rig, first as general worker and then as person responsible for keeping the rigs in good condition.

Was raised on farm and shared in the farm-work. Helped with chores, planting, cultivating, harvesting, repair work, and feeding of livestock.

EDUCATION AND TRAINING

Southeast Community College, program in Welding and Metals, to receive my diploma in June.

GED, Beatrice Community Schools, 1980.

Completed tenth grade in Beatrice Community Schools before having to help with farmwork.

Jane Fleck
DeKalb, Illinois 60015
312/555-1313

POSITION WANTED   I am looking for a position as a night production line supervisor, where I can use my skills in attention to detail, organizing and planning, supervising others and responsibly meeting deadlines.

GENERAL BACKGROUND   Raised in the DeKalb area and a resident of Sycamore or DeKalb all of my life; very familiar with the changes occuring in the area as well as its growth in the last ten years; many friends are workers in the various production plants in the area; directed a household of five persons, responsible for budget of more than $100,000 in the past eight years; required careful purchasing to assure quality with as little capital outlay as possible; supervised growth and activities of four children by myself; supervised transportation needs and helped household coordinate and learn to cooperate in attaining goals; active in community work, and responsible for coordinating and supervising several large community projects; primary skill areas include supervising, leading and motivating others to accomplish tasks - attention to detail and following of directions/guidelines - planning and organizing others to accomplish work objectives - ability to work under pressure and meet deadlines.

EXAMPLES OF ACHIEVEMENT   At age of 36, returned to school and completed my highschool education (GED, Plains Community College)..... Enrolled in night classes and after three years of attending Plains Community College part-time (nights and weekends) will receive my General Studies diploma next winter.... Served on the Sycamore Pumpkin Festival committee for five years, and was head of various different sub-committees..... Was asked to be general head of 1980 Pumpkin Festival, supervising more than 50 volunteers..... Helped organize local Single Parents support group..... Asked for three years to supervise the Lions Club Benefit Dance cleanup crews because of "ability to get others to do their share of work"..... Secretary of local Parent-Teacher association.

WORK HISTORY   1978-81, Wurlitzer Corporation. Worked in several units as assembler and production line worker. Always met quotas and deadlines. Received three pay increases and one promotion.

1977-78, A O Smith Corporation. Assembler and production line worker, using heavy equipment to form patterns. Was asked to head Quality Control Circle group several times.

1975-77, Several part-time positions as a waitress, hostess, and supervisor of waitresses.

REMEMBER...

NO PIECE OF PAPER WILL EVER GET YOU A JOB.

YOU GET YOURSELF A JOB.

IT'S BECAUSE OF YOU THAT YOU GET HIRED.

ALL A SKILL SUMMARY CAN DO FOR YOU IS TO REMIND SOMEBODY ABOUT WHO YOU ARE AND WHAT YOU CAN DO FOR THEM.

JOB 5

HOW DO I LOOK?

Written by
Richard S Deems, PhD

Production by
Franck Communications

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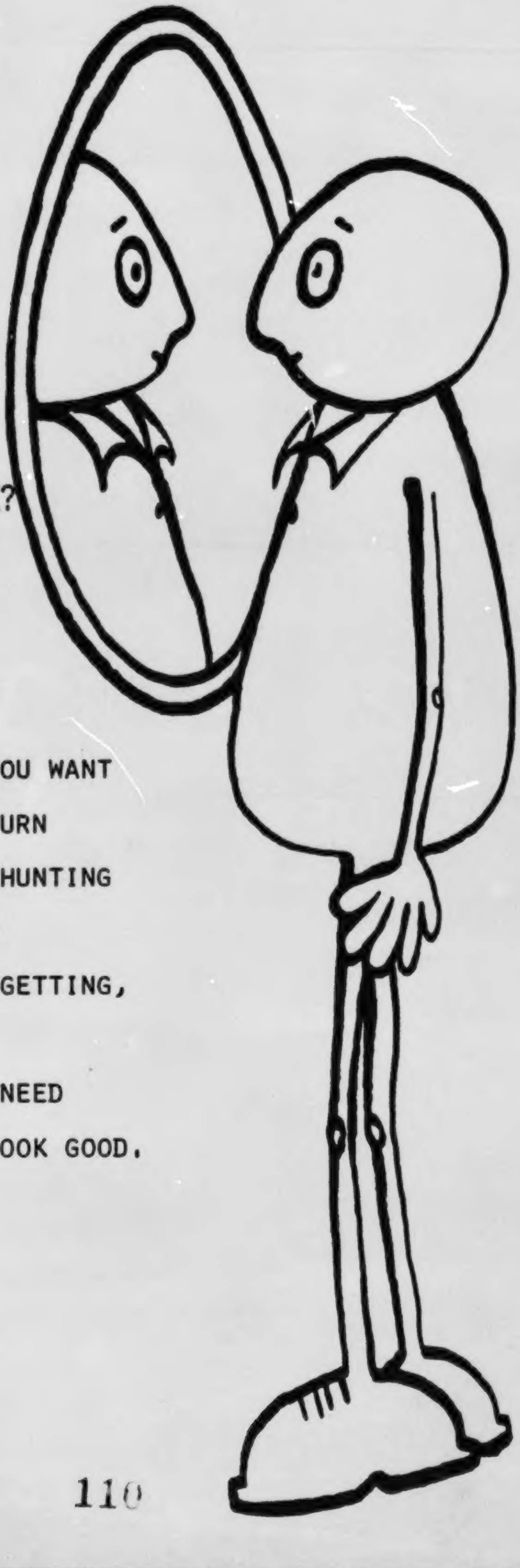
HOW

DO

YOU

LOOK?



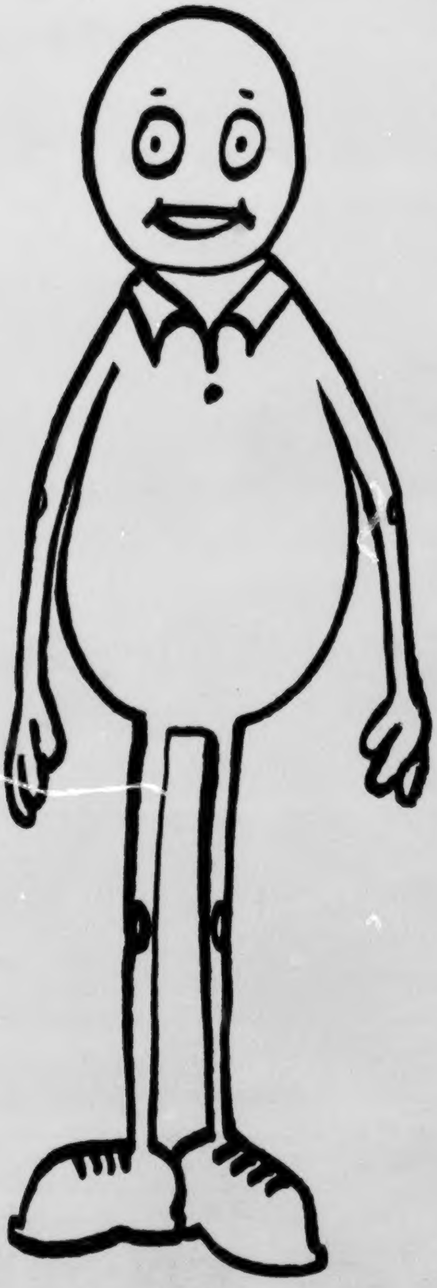
IF YOU WANT
TO TURN
JOB HUNTING
INTO
JOB GETTING,

YOU NEED
TO LOOK GOOD.

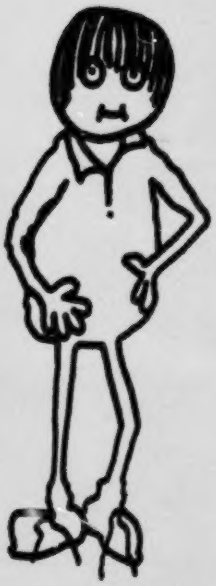
LOOKING GOOD

MEANS...

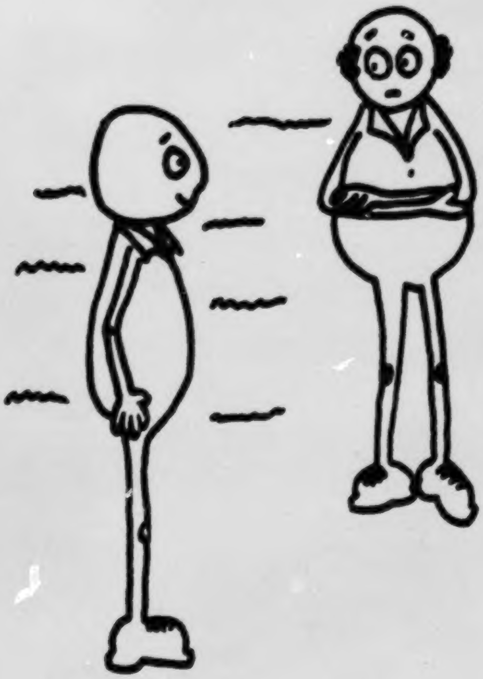
- BODY CLEAN
- HAIR CLEAN AND COMBED
- CLOTHES CLEAN AND NOT WRINKLED
- COLORS THAT MATCH
- AND
- A SMILE.



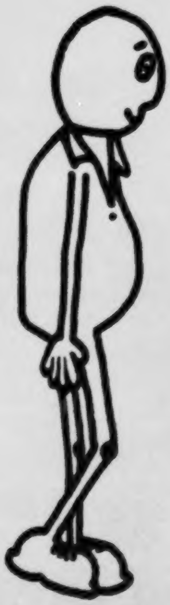
SLOPPY LOOKING PEOPLE
HAVE A HARD TIME
GETTING JOBS.



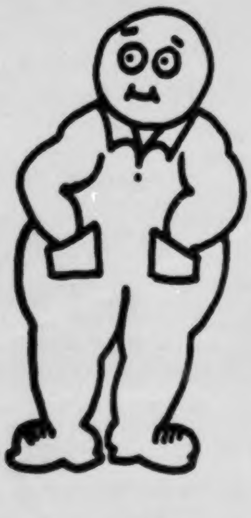
PEOPLE WHO SMELL
TOO MUCH
HAVE A HARD TIME
GETTING JOBS.



PEOPLE WHO SLOUCH,
WHEN THEY COULD STAND TALL,
HAVE A HARD TIME
GETTING JOBS.



PEOPLE WHO ARE VERY
OVERWEIGHT HAVE A
HARD TIME
GETTING JOBS.



YOU DON'T HAVE
TO BE A
ROBERT REDFORD
OR A
BO DEREK

TO GET A JOB.

BUT YOU DO
NEED TO
BE CLEAN
AND LOOK
NEAT.

FOLDER 6 HAS
SOME SUGGESTIONS
ON THE WAY
YOU LOOK
AND HOW TO DRESS.

BE SURE AND
READ THAT
SECTION LATER.

THIS FOLDER
IS ABOUT
BASICS.

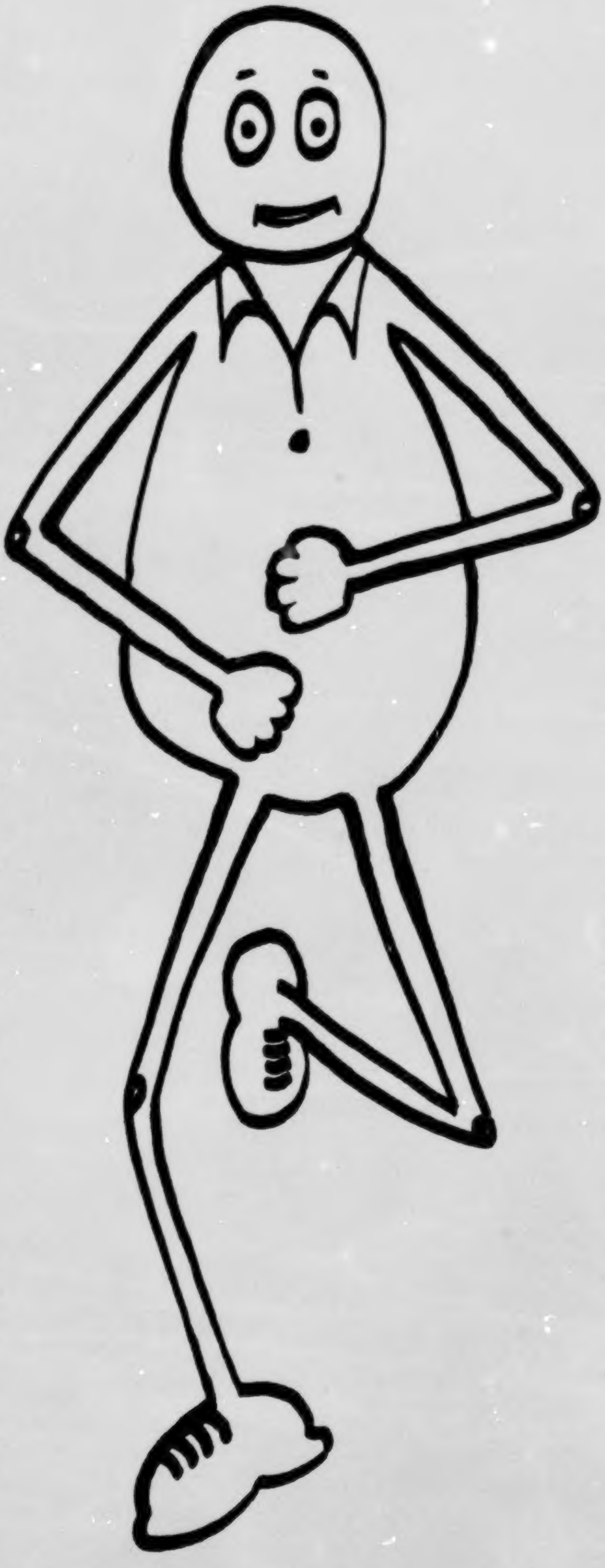
WEIGHT

IF YOU HAD ONE JOB TO
FILL, AND A VERY OVERWEIGHT
PERSON OR A PERSON
ABOUT THE RIGHT WEIGHT
TO CHOOSE BETWEEN, WHO
WOULD YOU CHOOSE?

MOST EMPLOYERS WILL PASS
BY THE VERY OVERWEIGHT PERSON.

OVERWEIGHT PEOPLE TEND
TO HAVE LESS ENERGY
THAN PEOPLE
WHOSE WEIGHT
IS RIGHT FOR
THEIR BODY.

OVERWEIGHT PEOPLE TEND
TO HAVE MORE HEALTH
PROBLEMS, TOO,
AND USE
MORE SICK-LEAVE.



YES, IT TAKES TIME
TO LOSE WEIGHT.
PEOPLE DON'T PUT ON
FAT OVERNIGHT,
AND IT DOESN'T COME OFF
OVERNIGHT, EITHER.

BUT YOU CAN LOSE
WEIGHT,
IF YOU NEED TO.

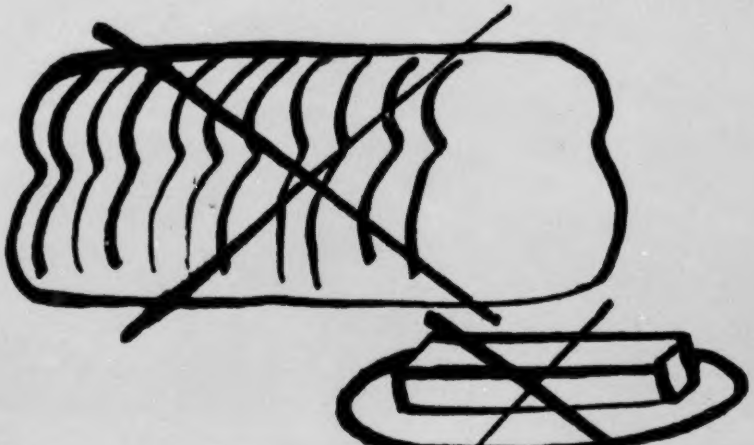
HOW? USE MORE
ENERGY THAN YOU
PUT INTO YOUR BODY
WITH FOOD.

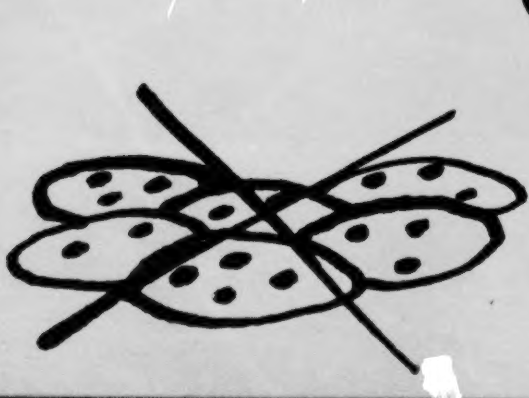
IT'S THAT SIMPLE.

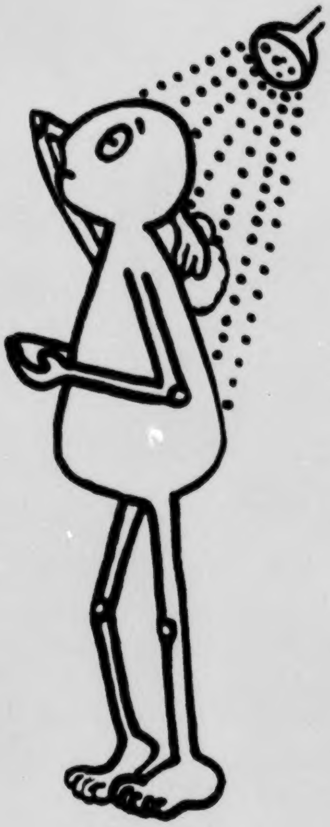
CRASH DIETS AREN'T GOOD
FOR YOU.
NEITHER ARE OTHER
DIET PROGRAMS
THAT HAVE YOU
LOOSE MORE THAN
2 - 3 POUNDS PER WEEK.

IF YOU CUT OUT
ONE PIECE OF BREAD A DAY
(AND DON'T CHANGE YOUR
OTHER EATING HABITS)
AND WALK EACH DAY
FOR AN EXTRA 30 - 45 MINUTES,
YOU'LL FEEL BETTER
AND LOSE ABOUT 1 POUND
PER WEEK.

YOU CAN LOSE MORE
IF YOU STOP EATING
AS MUCH SWEET FOOD
OR STARCH FOOD, LIKE
BREAD, BUTTER, CAKES,
COOKIES, BEER, AND
THINGS LIKE THAT.







BODY.

FIRST, BODIES NEED TO BE CLEAN. THAT MEANS TAKING A BATH OR SHOWER AT LEAST SEVERAL TIMES EACH WEEK.

USE A GOOD SOAP. A DEODORANT SOAP IS GOOD FOR MOST PEOPLE. A CREAM SOAP IS GOOD IF YOUR SKIN IS SENSITIVE.

YOUR SKIN WILL LOVE YOU IF IT'S CLEAN. IT CAN WORK BETTER FOR YOU. YOU'LL FEEL BETTER.

USE A DEODORANT UNDER THE ARMS. IF YOU SWEAT A LOT, THIS WILL KEEP YOU FROM HAVING BODY ODOR.

ALL DEODORANTS DON'T WORK
FOR ALL PEOPLE. TRY SEVERAL
BRANDS, AND FIND
THE ONE OR ONES YOU
LIKE BEST.

FEMININE HYGIENE PRODUCTS
ARE UNNECESSARY IF
YOU BATHE REGULARLY.
IN FACT, SOME FEMININE
HYGIENE PRODUCTS
AREN'T GOOD FOR YOUR BODY.

IF YOU HAVE QUESTIONS,
CHECK WITH YOUR DOCTOR.
OR, IF YOU HAVE A WOMEN'S
CENTER NEAR, ASK FOR SOME
INFORMATION. PEOPLE WHO
WORK IN PLANNED PARENTHOOD
CENTERS CAN ALSO
BE HELPFUL.

TEETH.

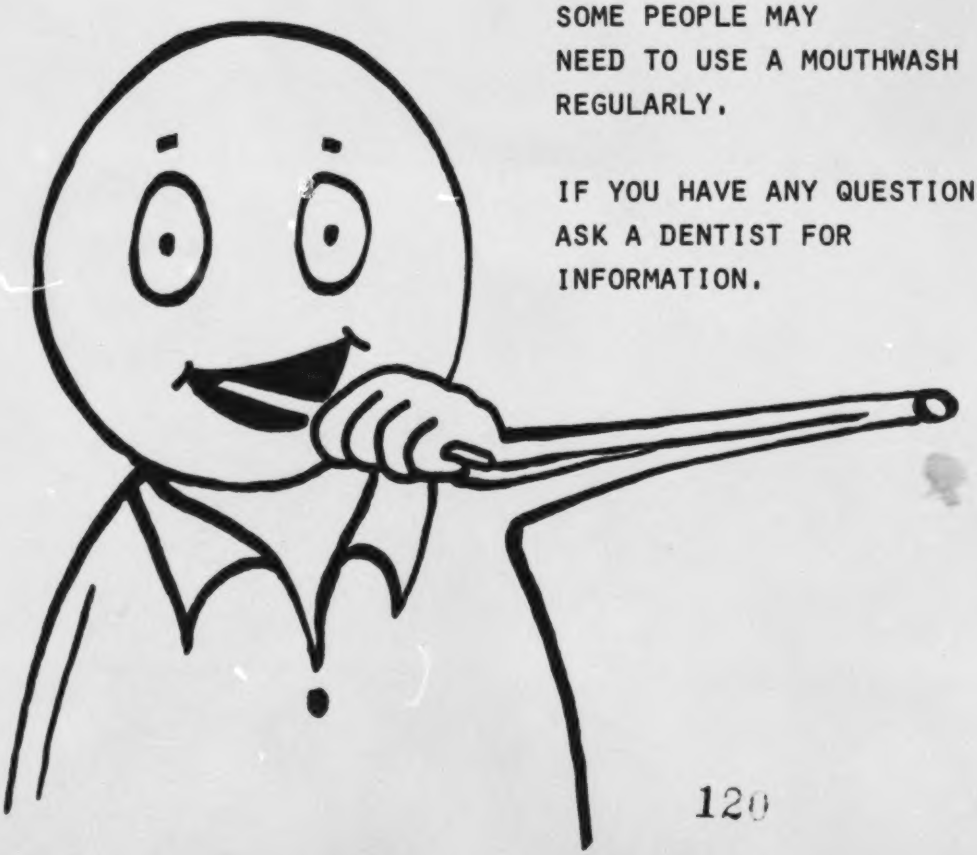
BRUSH YOUR TEETH REGULARLY.

THIS WILL HELP KEEP YOUR TEETH STRONG. IT WILL ALSO KEEP BAD-BREATH AWAY.

NOBODY LIKES TO TALK WITH ANYONE WHO HAS BAD BREATH.

SOME PEOPLE MAY NEED TO USE A MOUTHWASH REGULARLY.

IF YOU HAVE ANY QUESTIONS, ASK A DENTIST FOR INFORMATION.



TREAT YOUR BODY

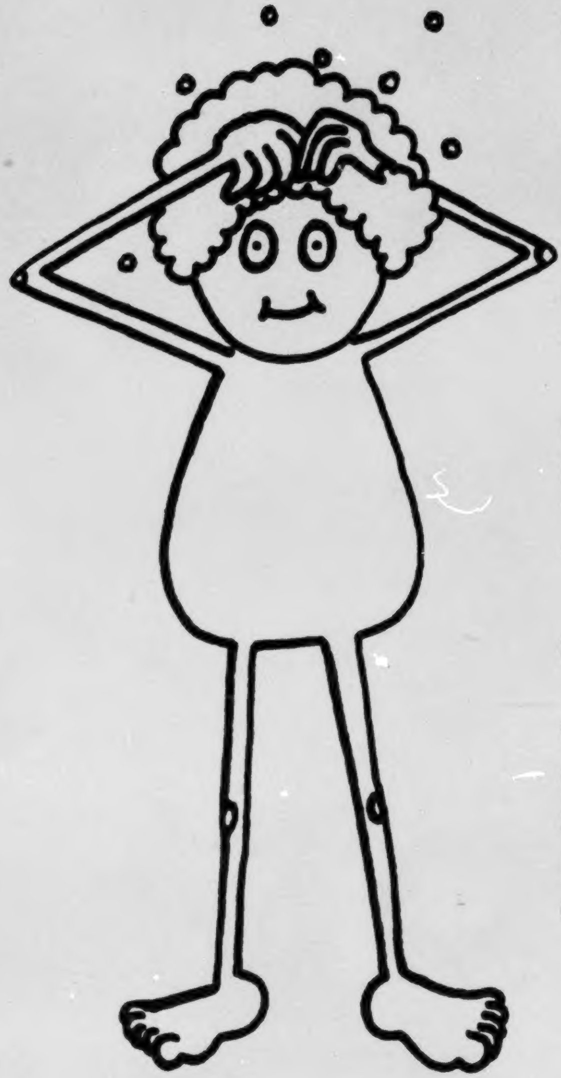
WELL.

IT'S

THE ONLY ONE

YOU'LL EVER

HAVE.



HAIR.

YOUR HAIR SHOULD
BE CLEAN.
WASH OR SHAMPOO
YOUR HAIR REGULARLY.

SOME PEOPLE NEED
TO SHAMPOO THEIR HAIR
EVERY DAY.

OTHERS CAN GO FOR
SEVERAL DAYS BETWEEN SHAMPOOS.

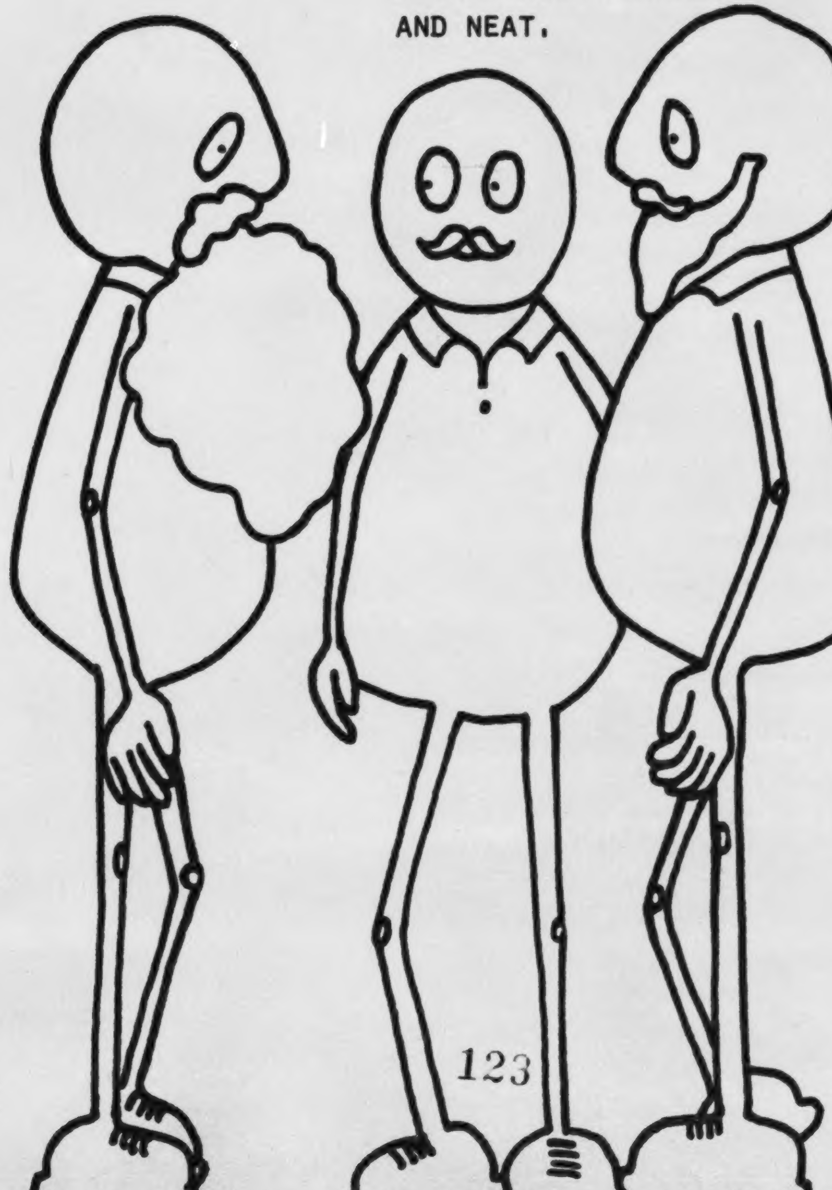
USUALLY, THE MORE
HAIR YOU HAVE,
THE MORE OFTEN
YOU'LL NEED TO SHAMPOO IT.

HAIR STYLES CHANGE.

WHATEVER YOUR HAIR
STYLE, MAKE
SURE YOUR HAIR
IS CLEAN AND COMBED
OR BRUSHED.

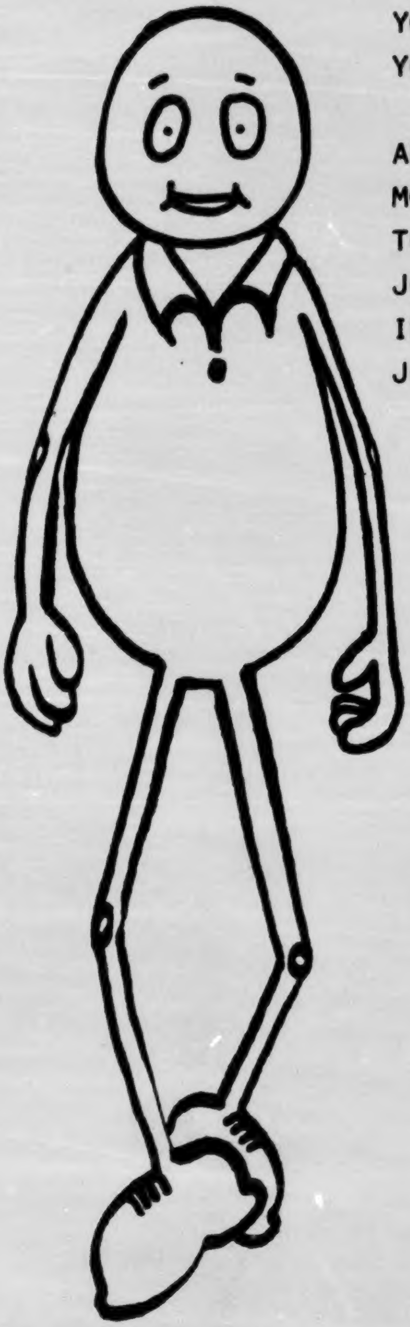
IT'S OK FOR MEN TO
HAVE A BEARD
OR MOUSTACHE.

BUT THE MOUSTACHE
OR BEARD
NEEDS TO BE TRIMMED
AND NEAT.



REMEMBER
TO READ
THROUGH
THE INFORMATION
IN FOLDER 6.

IT WILL HELP
YOU DECIDE
WHAT TO WEAR
AND HOW TO LOOK
WHEN YOU'RE
INTERVIEWING.



IF
YOU'RE LOOKING GOOD
YOU'RE FEELING GOOD.

AND YOU HAVE
MORE CHANCE
TO TURN
JOB HUNTING
INTO
JOB GETTING.

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Iowa

B

ERVIEWING

Written by
Richard S Deems, PhD

Production by
Franck Communications

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HOW TO USE THIS PACKET

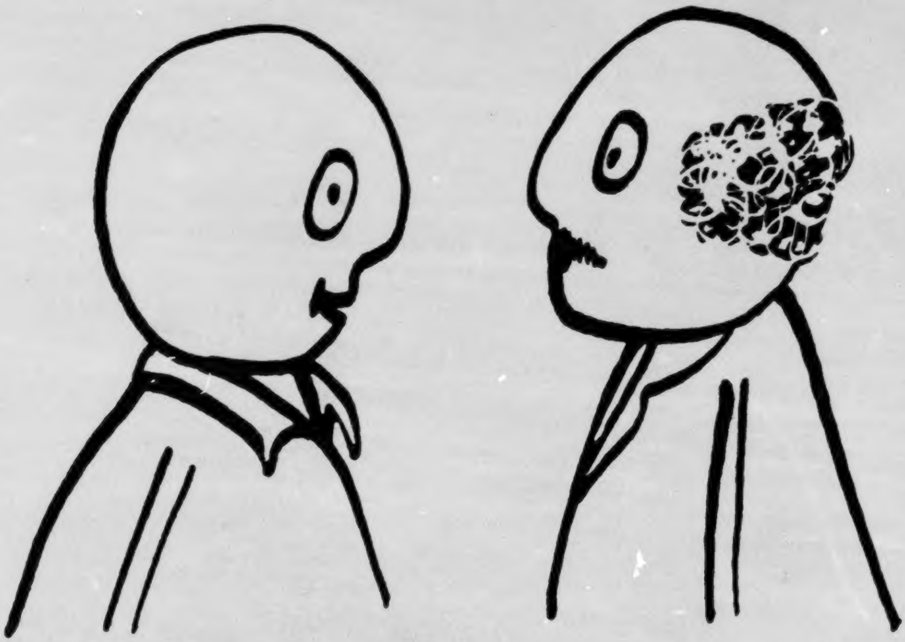
1. LISTEN TO THE AUDIO-TAPE.

2. TURN THE PAGE AND USE BOTH THE MATERIAL HERE AND IN YOUR WORKBOOK.

INTERVIEWING

INTERVIEWING IS KIND OF LIKE A GAME. YOU GO IN AS WELL PREPARED AS YOU CAN, BUT YOU DON'T ALWAYS WIN THEM ALL.

IF YOU FOLLOW THE SUGGESTIONS IN THIS PACKET, THOUGH, YOU WILL INCREASE YOUR CHANCES OF WINNING. YOU WILL BE A BETTER JOB-GETTER.



INTERVIEWING

SO FAR, SO GOOD. YOU'VE FOUND A JOB OPENING. YOU LIKE WHAT IT IS. YOU'D LIKE TO HAVE THAT JOB.

NOW, THEY'VE CALLED YOU AND ASKED YOU TO COME FOR AN INTERVIEW.

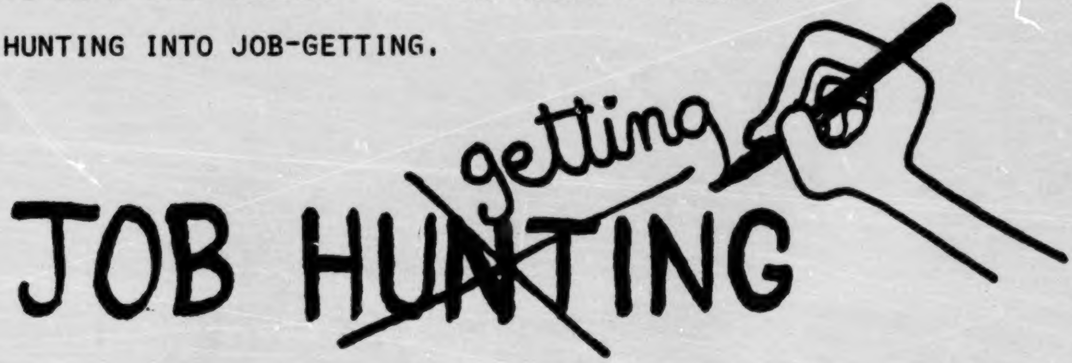
PANIC?

NO.

REMEMBER, YOU HAVE PICKED THAT JOB AS ONE YOU WOULD LIKE. YOU KNOW YOU CAN DO THE JOB.

AND, MOST IMPORTANT, YOU ARE GOING TO PREPARE FOR THE INTERVIEW.

SINCE MOST PEOPLE WHO ARE MERELY JOB HUNTING DO NOT BOTHER TO GET READY FOR THE INTERVIEW, YOU ARE GOING TO BE A STEP AHEAD. YOU ARE GOING TO CHANGE JOB HUNTING INTO JOB-GETTING.



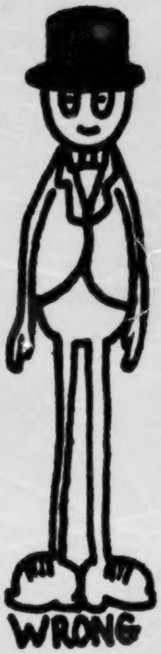
WHAT YOU WILL NEED

THERE ARE SEVERAL THINGS YOU NEED TO REMEMBER. IF YOU KEEP THE FOLLOWING ITEMS IN MIND YOU WILL BE AHEAD OF MOST OTHER JOB HUNTERS.

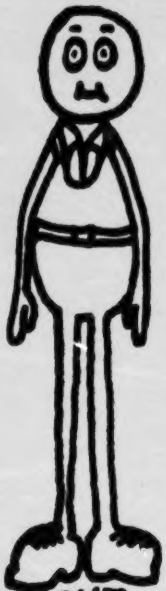
1. WEAR THE RIGHT KIND OF CLOTHES.
2. BE WELL GROOMED.
3. HAVE A FIRM HANDSHAKE.
4. BE ALERT AND PLEASANT.
5. SHOW YOUR GENUINE INTEREST IN THE EMPLOYER'S NEEDS.
6. BE READY TO TALK ABOUT HOW YOU CAN HELP THE EMPLOYER.
7. BE READY TO LISTEN - AND READY TO TALK.
8. BE PROUD OF YOUR PAST ACCOMPLISHMENTS.
9. BE SURE THE PERSON KNOWS YOU WANT THE JOB.
10. USE GOOD HUMAN RELATIONS SKILLS.

GETTING READY -- IN DETAIL

1. WEAR THE RIGHT CLOTHES



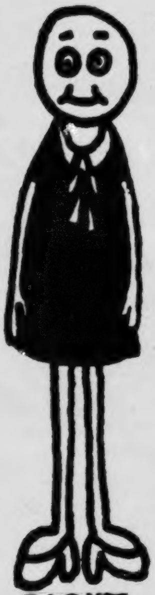
WRONG



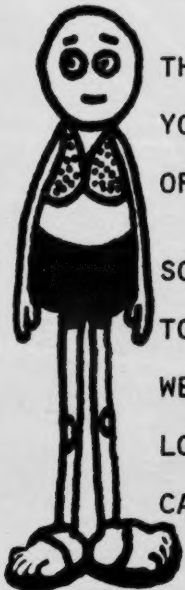
RIGHT

THE RIGHT CLOTHES WILL NOT BE THE SAME FOR EVERY INTERVIEW. A MAN WOULD NOT SHOW UP IN A 3-PIECE SUIT FOR AN INTERVIEW ABOUT A TRUCK LOADING JOB. A WOMAN WOULD NOT SHOW UP IN CUT-OFFS, HALTER-TOP AND SANDALS FOR AN INTERVIEW ABOUT A JOB AS A RECEPTIONIST.

THE RIGHT CLOTHES - CLEAN
NOT CRUMPLED OR WRINKLED
FIT WELL - NOT TOO TIGHT OR TOO LOOSE.



RIGHT



WRONG

THE RIGHT CLOTHES - THE KIND YOU'D WEAR IF YOU HAD THE JOB ALREADY, AND THE BEST YOU HAVE OF THAT KIND.

SOMETIMES IT MAY HELP IF YOU SPEND $10 OR $20 TO BUY SOMETHING NEW TO WEAR. ATTRACTIVE, WELL FITTING CLOTHES DON'T HAVE TO COST A LOT OF MONEY. BUT YOU WILL NEED TO SHOP CAREFULLY.

IF YOU ARE WONDERING WHAT IS RIGHT FOR THE JOB YOU ARE APPLYING FOR, ASK YOUR FRIENDS FOR SOME SUGGESTIONS. YOU MIGHT EVEN STOP AT THE PLACE YOU WOULD LIKE TO WORK AND WATCH PEOPLE GOING IN AND OUT. WATCH AND SEE WHAT THEY ARE WEARING.

IF YOU CAN, TRY AND SEE PEOPLE WHO ARE WORKING IN THE SAME DEPARTMENT YOU WOULD BE WORKING IN IF YOU GOT THE JOB. OR, LOOK AT WHAT A PERSON IS WEARING WHO HAS A JOB ABOUT THE SAME AS THE ONE YOU WANT.

BY TAKING A LITTLE BIT OF TIME YOU CAN FIND OUT JUST WHAT ARE THE RIGHT CLOTHES TO WEAR.

NOW TURN TO PAGE 28 IN YOUR WORKBOOK. COMPLETE THAT ACTIVITY BEFORE GOING ON TO THE NEXT PAGE IN THIS BOOKLET.

2. BE WELL GROOMED.

WHAT IS BEING WELL GROOMED?

BEING CLEAN

HAIR COMBED AND CLEAN

NO FANCY HAIR STYLES

SHOES POLISHED AND CLEAN

FOR MEN, SOX THAT MATCH YOUR YOUR SHOES OR SLACKS (NO WHITE SOX)

FOR WOMEN, NO POWERFUL PERFUMES

TURN TO PAGE 29 IN YOUR WORKBOOK. FOLLOW THE INSTRUCTIONS BEFORE GOING TO THE NEXT PAGE IN THIS BOOKLET.

IF YOU HAVEN'T
READ PACKET 5
(HOW DO I LOOK?)
DO SO NOW BEFORE
GOING ANY FURTHER
IN THIS PACKET.

THEN RETURN TO
THE NEXT PAGE.

3. HAVE A FIRM HANDSHAKE

IMPRESSIONS, OR WHAT A PERSON THINKS OF ANOTHER PERSON, ARE MADE VERY QUICKLY. SOMETIMES PEOPLE GET JOBS, OR DON'T GET JOBS, SIMPLY BECAUSE OF THE IMPRESSION THEY FIRST MAKE.

IT MAY NOT BE ALWAYS FAIR, BUT THAT IS THE GAME OF JOB-GETTING.

YOU WILL WANT TO MAKE A GOOD FIRST-IMPRESSION.

HOW?

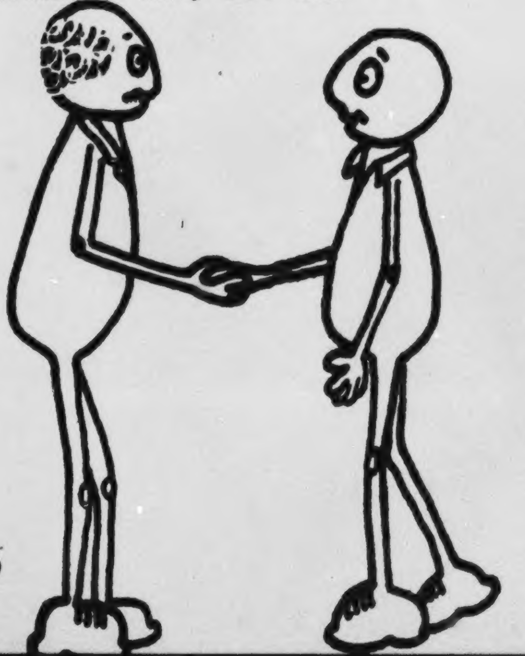
STAND TALL AND ERECT.

LOOK THE OTHER PERSON IN THE EYES.

WALK (BUT DON'T RUN) TOWARD THE INTERVIEWER AND EXTEND YOUR HAND.

HAVE A FIRM HANDSHAKE. FIRM, BUT NOT BONE CRUSHING.

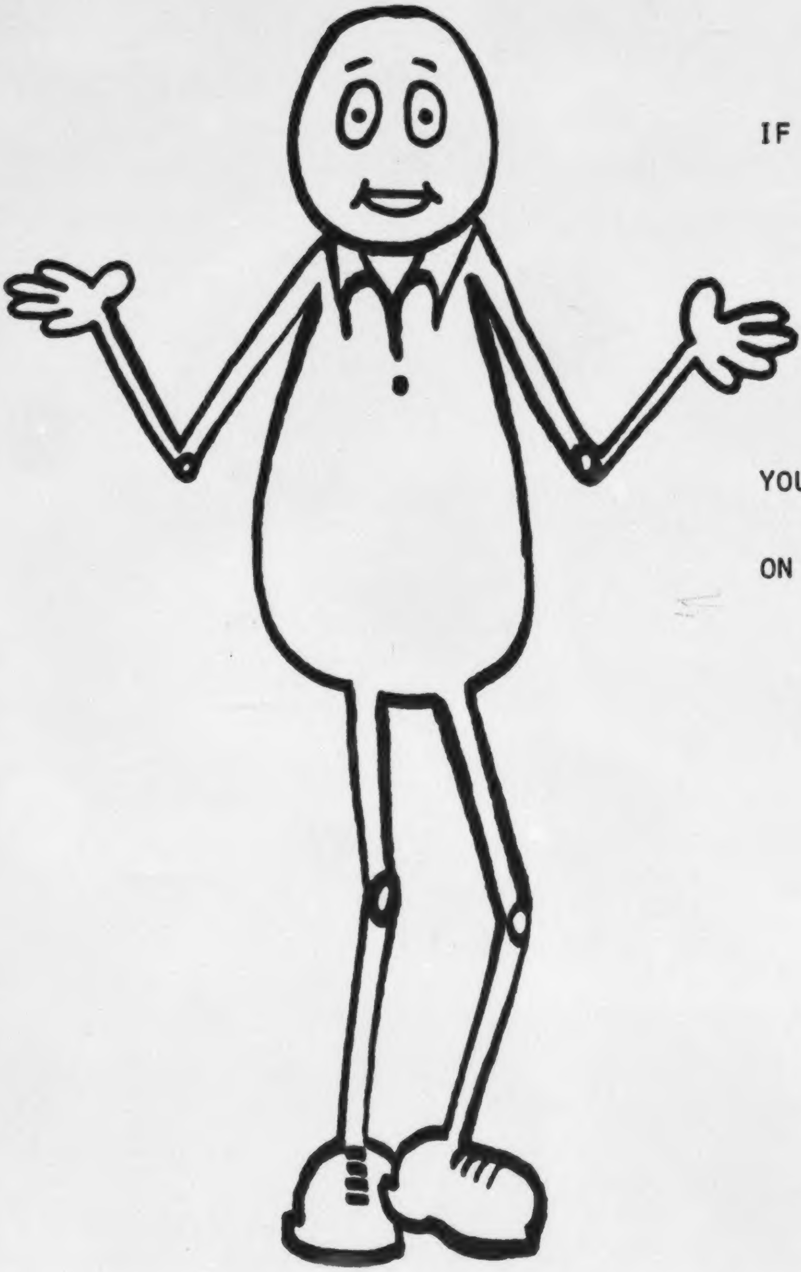
AND A SMILE.



YOU MAY WANT TO SAY SOMETHING LIKE,

"HI (OR HELLO, OR GOOD MORNING)
I'M ______(YOUR NAME)______
AND I'M GLAD TO HAVE
THE CHANCE TO TALK WITH YOU
ABOUT ___(THE JOB)_________."

THE PERSON YOU ARE INTERVIEWING WITH WILL TAKE IT FROM THERE.



IF YOU ARE . . .

WELL GROOMED

DRESSED RIGHT

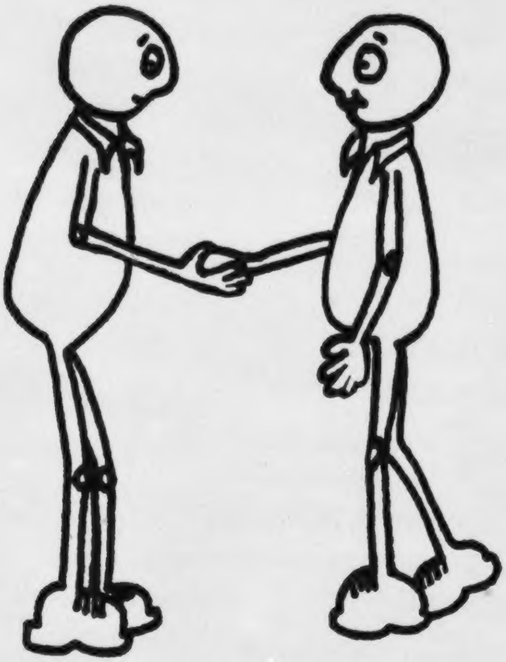
AND SHOW ENTHUSIASM,

YOU'RE OFF TO A GOOD START

ON YOUR INTERVIEW.

IF YOU THINK IT WOULD HELP
TAKE TIME TO PRACTICE THIS FIRST
GREETING, WITH SOME FRIENDS.

REMEMBER, THE MORE COMFORTABLE
YOU ARE WITH WHAT YOU ARE THERE FOR,
THE BETTER YOU WILL DO.



4. BE ALERT AND PLEASANT

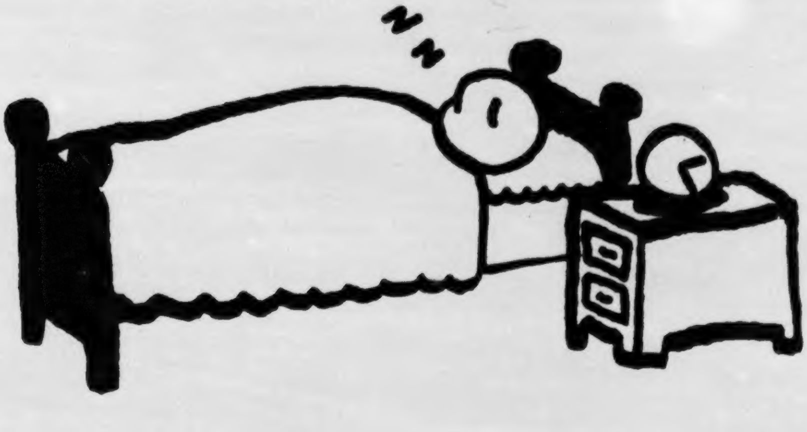
THE BIGGEST PROBLEM EMPLOYERS HAVE IS PEOPLE.

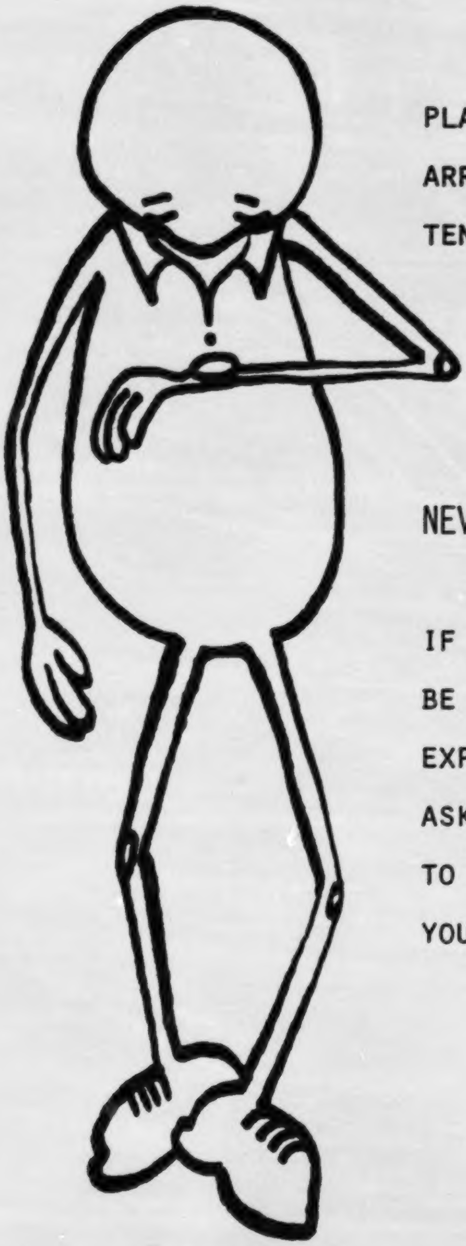
PEOPLE WHO DON'T SMILE.
PEOPLE WHO CAN'T GET ALONG.
PEOPLE WHO DON'T LISTEN.
PEOPLE WHO DON'T ANSWER QUESTIONS.

AND OTHER THINGS LIKE THESE.

WHEN YOU GO FOR YOUR INTERVIEW, BE ALERT AND PLEASANT. GET A GOOD NIGHT'S SLEEP BEFORE YOU GO FOR ANY INTERVIEW.

MAKE SURE YOU HAVE ENOUGH TIME TO GET READY FOR THE INTERVIEW.



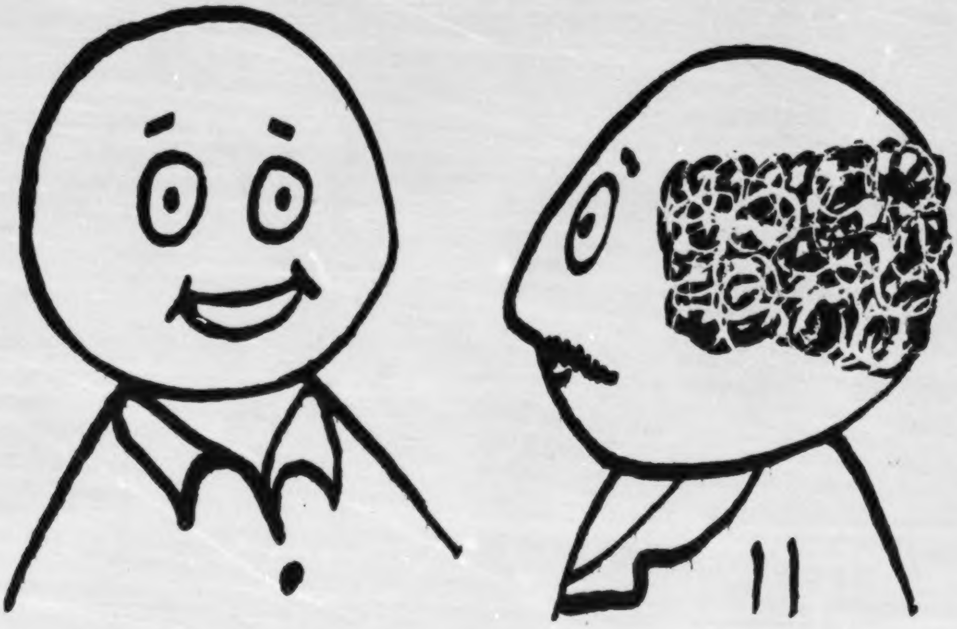


BE ON TIME FOR YOUR INTERVIEW.

PLAN YOUR SCHEDULE SO YOU CAN ARRIVE FOR YOUR INTERVIEW ABOUT TEN TO FIFTEEN MINUTES EARLY.

NEVER BE LATE FOR AN INTERVIEW.

IF SOMETHING HAPPENS AND YOU CAN'T BE ON TIME, CALL THE PERSON AND EXPLAIN THAT YOU WILL BE LATE. ASK IF HE OR SHE WOULD PREFER TO SET ANOTHER TIME OR HAVE YOU COME LATE FOR THE INTERVIEW.



WALK IN WITH A SMILE. SHOW THE INTERVIEWER YOU'RE PLEASANT TO BE AROUND.

ONE MORE THING. LOOK THE PERSON IN THE EYES. DON'T HANG YOUR HEAD DOWN OR LOOK AT THE FLOOR.

KEEP YOUR HANDS OUT OF YOUR POCKETS.

WITH YOUR HEAD UP, EYES READY TO MAKE CONTACT WITH THE OTHER PERSON'S EYES, WALK IN. AND BE READY TO LET THE OTHER PERSON KNOW YOU ARE THE RIGHT ONE FOR THE JOB.

5. SHOW YOUR INTEREST IN THE EMPLOYER'S NEEDS.

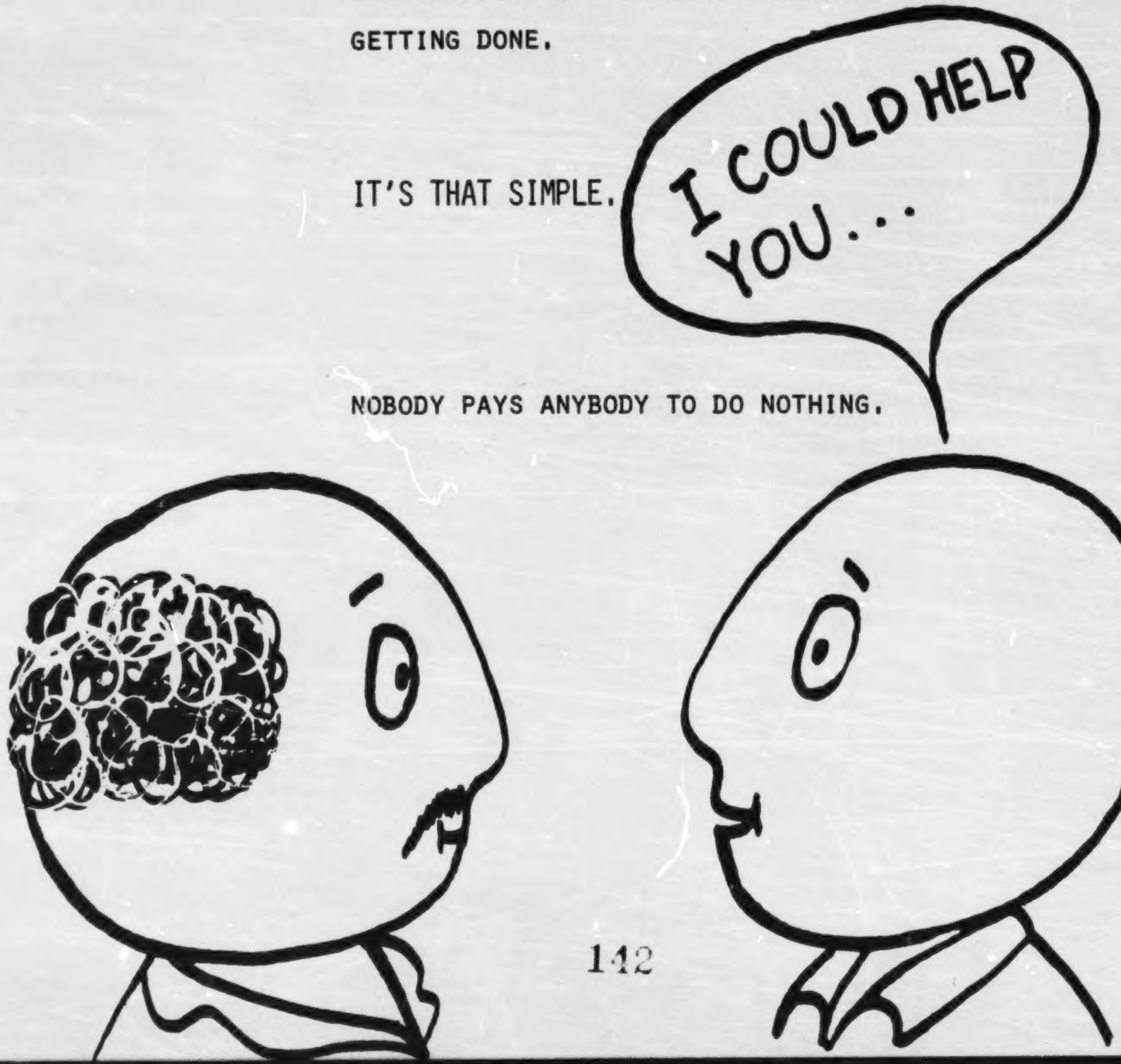
JOBS EXIST BECAUSE SOMETHING NEEDS DOING.

YOU WILL BE APPLYING FOR A JOB BECAUSE YOU THINK YOU WILL ENJOY DOING IT.

THE JOB IS THERE BECAUSE SOMETHING NEEDS GETTING DONE.

IT'S THAT SIMPLE.

NOBODY PAYS ANYBODY TO DO NOTHING.


I COULD HELP YOU...

WHAT CAN YOU DO TO SHOW YOUR INTEREST?

LEARN AS MUCH AS YOU CAN ABOUT THE PLACE WHERE YOU WANT TO WORK. WHAT DO THEY DO? WHO DO THEY SERVE? WHAT DO THEY MAKE? WHAT ARE ALL THE DIFFERENT JOBS THEY HAVE?

THINK ABOUT WAYS YOU CAN HELP THE PLACE WHERE YOU WANT TO WORK. WHAT SPECIAL SKILLS DO YOU HAVE? WILL YOU BE ON TIME REGULARLY? ARE YOU EASY TO GET ALONG WITH?

YOU MIGHT
WANT TO TAKE
SOME TIME
TO THINK ABOUT
HOW YOU WOULD
ANSWER THE
QUESTION,

"WHY SHOULD I HIRE YOU?"

WHEN YOU'VE THOUGHT
ABOUT IT FOR AWHILE,
TURN TO YOUR WORKBOOK
ON PAGE 31 AND WRITE
OUT YOUR ANSWER.

6. BE READY TO TALK ABOUT HOW YOU CAN HELP THE EMPLOYER.

SOME JOB-GETTERS WILL ASK A LOT OF QUESTIONS BEFORE THEY APPLY FOR THE JOB. THEY WILL ASK ABOUT DUTIES, QUALIFICATIONS WANTED, WORKING HOURS, AND THINGS LIKE THAT.

WHEN THESE JOB-GETTERS GO FOR AN INTERVIEW, THEY ALREADY KNOW HOW THEY CAN FILL THE JOB.

IN THE INTERVIEW THEY CAN TALK ABOUT WHY THEY CAN DO THE JOB. THEY CAN ALSO TALK ABOUT WHY THEY WOULD ENJOY THE JOB,TOO.

THE ADVICE IS - BE PREPARED. BE PREPARED TO TALK ABOUT THE WAYS YOU CAN DO THE JOB.

BE READY TO SHOW THEM WHY YOU ARE THE PERSON THEY SHOULD HIRE.

REMEMBER--EMPLOYERS ARE INTERESTED IN
- QUALITY WORK
- PEOPLE WHO GET TO WORK ON TIME
- INCREASED PRODUCTION
- LESS WASTE IN TIME, EFFORT, OR MATERIALS
- LIKEABLE PEOPLE.

7. BE READY TO LISTEN - AND READY TO TALK

DO YOU LIKE TO TALK? LIKE TO HAVE OTHERS LISTEN TO WHAT YOU SAY? MOST OF US DO. EMPLOYERS LIKE TO HAVE PEOPLE LISTEN TO THEM, TOO.

LISTENING IS BEING CONSIDERATE. IT SHOWS GOOD HUMAN RELATIONS SKILLS. DURING YOUR INTERVIEW, BE READY TO LISTEN TO WHAT THE OTHER PERSON HAS TO SAY.

DON'T LET YOUR MIND WANDER. FORGET ABOUT STARING OUT THE WINDOW. LISTEN TO WHAT THE OTHER PERSON IS SAYING.

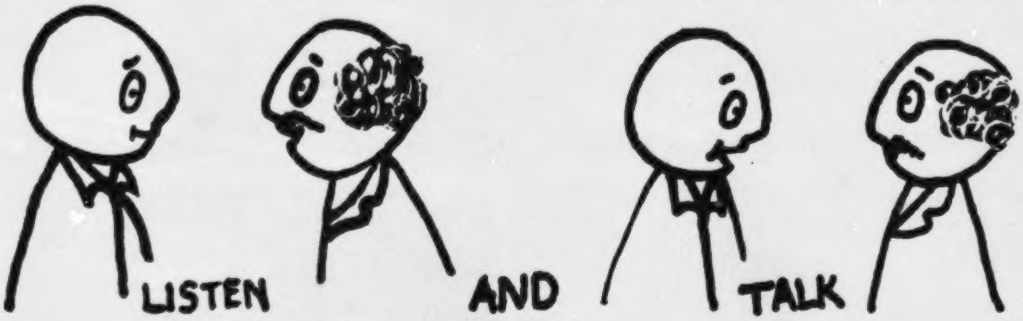
BE READY TO TALK. DURING YOUR INTERVIEW YOU WILL BE ASKED A NUMBER OF QUESTIONS. DON'T JUST ANSWER THEM WITH A "YES" OR "NO." EXPLAIN YOURSELF. THIS IS DIFFERENT FROM RAMBLING. RAMBLING IS JUST TALKING TO HEAR YOURSELF TALK. EXPLAINING YOURSELF IS TALKING ABOUT WHO YOU ARE AND WHAT YOU THINK AND WHAT'S IMPORTANT TO YOU.

GO IN TO YOUR INTERVIEW PREPARED. THINK ABOUT SOME OF THE ANSWERS YOU MIGHT GIVE TO SOME STANDARD QUESTIONS, BEFORE THE INTERVIEW. PRACTICE YOUR ANSWERS, IF THAT WOULD HELP YOU.

LISTEN . . . SO YOU KNOW WHAT THE OTHER PERSON IS SAYING. LISTEN . . . SO YOU CAN ANSWER THE QUESTIONS THE OTHER PERSON ASKS.

TALK . . . ABOUT WHY YOU THINK YOU CAN DO THE JOB. TALK . . . ABOUT WHY YOU WANT THE JOB.

BE PREPARED TO LISTEN TO THE OTHER PERSON DURING THE INTERVIEW. BE PREPARED TO TALK WITH THE OTHER PERSON DURING THE INTERVIEW.



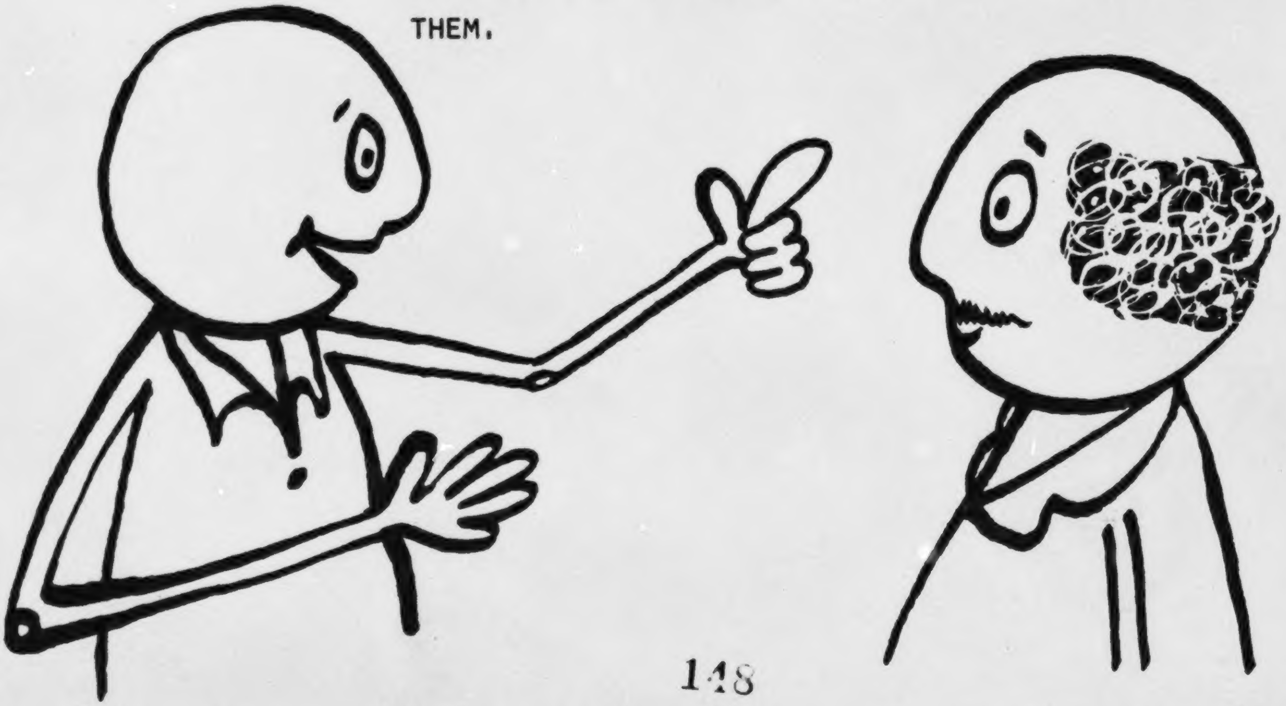
8. BE PROUD OF YOUR PAST ACCOMPLISHMENTS

IN MOST INTERVIEWS YOU'LL BE ASKED YOUR PAST WORK. BE READY TO TALK ABOUT IT. BE READY TO TALK ABOUT THE GOOD WORK YOU DID. YOU CAN ALSO TALK ABOUT THE THINGS YOU ENJOYED IN YOUR WORK.

DON'T BAD-MOUTH YOUR PAST WORK, OR YOUR PAST JOB, OR YOUR PAST BOSS.

BE READY TO TALK ABOUT ANY PROMOTIONS YOU RECEIVED. BE READY TO TALK ABOUT GOOD REPORTS ON YOUR WORK.

THE MAIN THING TO REMEMBER--BE PROUD OF YOUR PAST ACCOMPLISHMENTS AND READY TO TALK ABOUT THEM.



IF YOU DID "TIME" FOR AWHILE . . .

THIS MAY OR MAY NOT COME UP DURING THE INTERVIEW. IF YOU'RE NOT ASKED, THEN DON'T BOTHER TO MENTION IT.

IF YOU ARE ASKED WHETHER OR NOT YOU'VE EVER DONE TIME, BE HONEST. SAY YES.

YOU MIGHT SAY SOMETHING LIKE:

> "YES, I DID TIME. I'D BE GLAD TO TALK ABOUT IT IN MORE DETAIL IF YOU THINK IT HAS ANY BEARING ON MY BEING ABLE TO DO THIS JOB." (PAUSE FOR A MOMENT) "I DID LEARN SOME THINGS DURING THAT TIME."

MY OWN PERSONAL HOPE IS THAT IF YOU DID TIME YOU DID LEARN SOME THINGS. FOR EXAMPLE, MOST PERSONS WHO DO TIME LEARN HOW TO SURVIVE BY GETTING ALONG WITH OTHERS. IF THEY DON'T GET ALONG, THEY OFTEN DON'T SURVIVE.

MOST PERSONS WHO DID TIME LEARN NEW SKILLS OR HAVE THE CHANCE TO TAKE COURSES. MOST PERSONS WHO DID TIME LEARN HOW TO WORK IN A VERY STRICT SETTING.

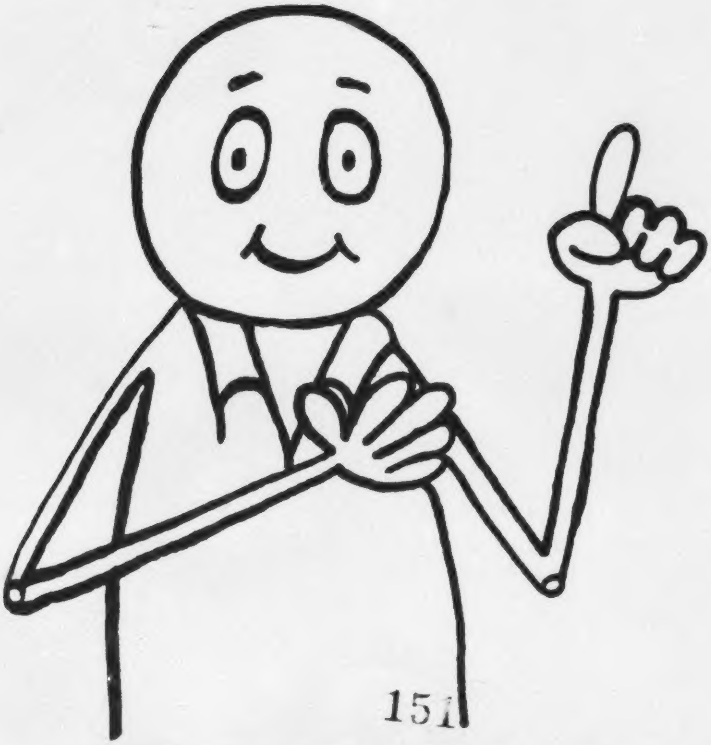
SOME OF THESE SKILLS CAN BE MADE USEFUL LATER ON JOBS YOU HAVE. FOR EXAMPLE: IF YOU REALLY LEARNED HOW TO GET ALONG WITH OTHERS DOING TIME, YOU CAN ALSO GET ALONG WITH OTHERS BETTER NOW IN A JOB.

YOU MIGHT WANT TO CONTINUE BY SAYING SOMETHING LIKE: "I LEARNED SOME NEW SKILLS (IF YOU DID) THAT I REALLY ENJOY. ALSO, I LEARNED HOW IMPORTANT TEAM WORK IS AND HOW TO GET ALONG WITH CO-WORKERS. I LEARNED A LOT OF THINGS; MAINLY NOT TO DO A DUMB THING LIKE I DID

WHICH GOT ME IN THERE IN THE FIRST PLACE."

YOU MIGHT WANT TO CONTINUE BY SAYING SOMETHING LIKE: "I'M VERY INTERESTED IN THIS JOB AND I BELIEVE I CAN DO IT VERY WELL FOR YOU. I REALLY HOPE MY HAVING DONE TIME IS NOT GOING TO KEEP YOU FROM HIRING ME. I MADE A MISTAKE AND LEARNED FROM IT AND HAVE NO DESIRE TO GO THROUGH THAT AGAIN."

IF YOU SAY SOMETHING LIKE THE ABOVE, LIVE UP TO IT.



IF YOU DID TIME AND ARE ASKED ABOUT IT, REMEMBER THESE GUIDES:

BE HONEST. DON'T TRY TO COVER UP ANYTHING.

BE POSITIVE. DON'T DWELL ON HOW YOU GOT THERE. INSTEAD, TALK ABOUT WHAT YOU LEARNED. TALK ABOUT HOW IT CAN MAKE YOU A BETTER WORKER NOW.

LET THE OTHER PERSON KNOW YOU REALLY WANT TO WORK AND WORK IN THE JOB YOU'RE TALKING ABOUT. LET THE OTHER PERSON KNOW THAT THE PAST IS GONE - YOU LIVE IN THE PRESENT AND FOR THE FUTURE.

GOOD LUCK.

~~PAST~~... NOW... FUTURE

IF YOU GOT FIRED FROM YOUR LAST JOB . . .

IF YOU WERE ASKED TO LEAVE YOUR LAST JOB, DON'T TRY TO BLUFF ANYONE. DON'T BRING IT UP, THOUGH, UNLESS YOU'RE ASKED ABOUT IT.

LOTS OF PEOPLE GET FIRED. SOMETIMES IT'S BECAUSE THEY MADE A BIG MISTAKE. SOMETIMES IT'S BECAUSE THEY DIDN'T DO THE WORK. SOMETIMES IT'S BECAUSE THEY DIDN'T GET ALONG WITH EITHER THEIR CO-WORKERS OR THEIR BOSS.

IF YOU WERE FIRED FROM YOUR LAST JOB AND ARE ASKED ABOUT IT DURING THE INTERVIEW, YOU MIGHT SAY SOMETHING LIKE:

> "YES, I WAS, AND I'M VERY SORRY ABOUT THAT. I LEARNED SOME THINGS ABOUT MYSELF, THOUGH, AND ABOUT WORK. I'M VERY INTERESTED IN THIS JOB AND I BELIEVE YOU WON'T HAVE TO WORRY ABOUT MY DOING VERY GOOD WORK."

REMEMBER . . .

BE HONEST. YOU DON'T NEED TO GO INTO ALL THE DETAILS, BUT IF YOU'RE ASKED, GO AHEAD AND SAY SO.

BE POSITIVE. STATE THAT YOU LEARNED FROM THE EXPERIENCE, AND YOU'RE SURE IT WON'T HAPPEN AGAIN.

DON'T BAD MOUTH YOUR LAST BOSS. NO EMPLOYER WANTS TO HEAR YOU TALK ABOUT HOW BAD YOUR LAST JOB OR YOUR LAST BOSS WAS. WHY? SIMPLE. IF YOU TALK ABOUT YOUR LAST JOB THAT WAY, YOU'LL PROBABLY TALK ABOUT THIS JOB THAT WAY. EXCEPT - YOU WON'T GET THE JOB. SOMEONE ELSE WILL.

9. BE SURE THE PERSON KNOWS YOU WANT THE JOB

IF AFTER THE INTERVIEW, YOU STILL WANT THE JOB, BE SURE AND LET THE INTERVIEWER KNOW YOU WANT THE JOB.

SIMPLY SAY SOMETHING LIKE: "I'M REALLY INTERESTED IN THIS JOB AND I THINK I CAN DO GOOD WORK FOR YOU, AND I HOPE I'M THE PERSON YOU SELECT."

SMILE -- SHAKE HANDS -- LEAVE.

SOMETIMES PEOPLE GET HIRED BECAUSE THEY WERE THE ONLY PERSON WHO SAID "I'D LIKE THE JOB."

I'D LIKE THE JOB!

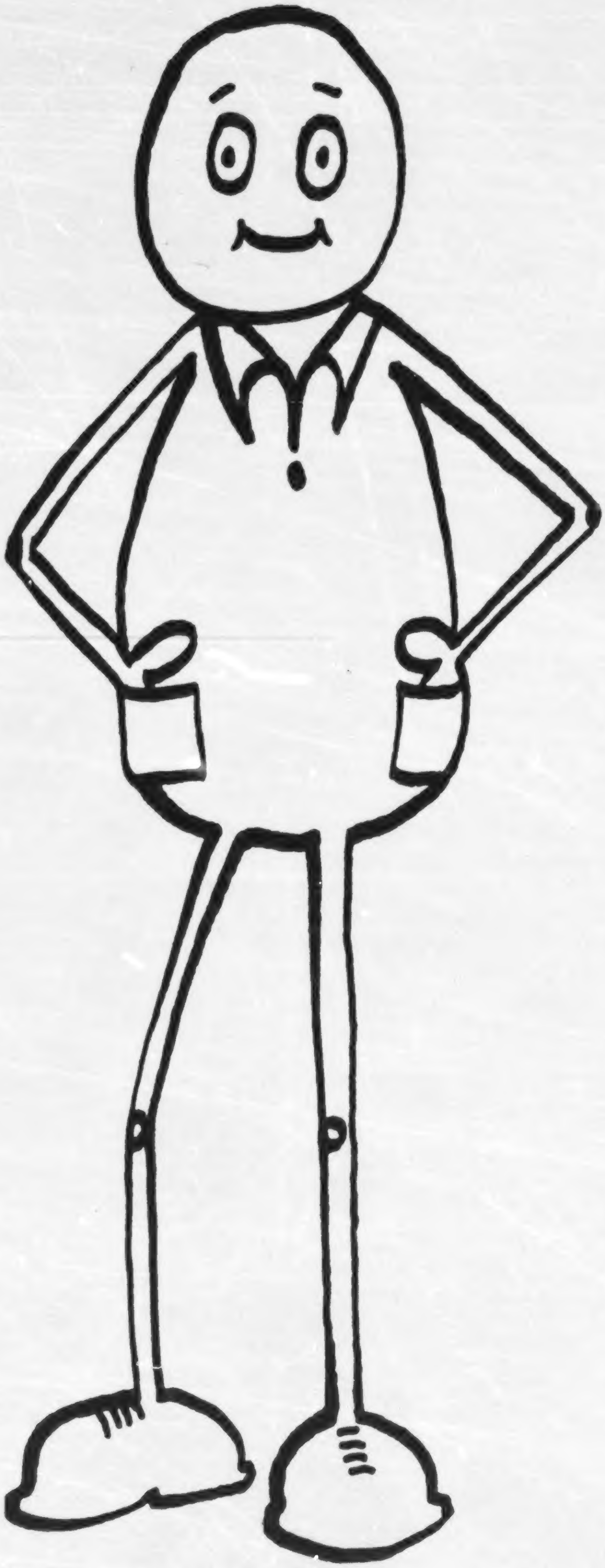
10. USE GOOD HUMAN RELATIONS SKILLS

THE BIGGEST PROBLEM EMPLOYERS HAVE IS PEOPLE WHO CAN'T GET ALONG WITH OTHER PEOPLE.

SO, YOU'RE GOING TO USE GOOD HUMAN RELATIONS SKILLS. YOU'RE GOING TO SHOW YOU CAN GET ALONG WITH OTHERS.

WHAT ARE HUMAN RELATIONS SKILLS?
HERE ARE SOME EXAMPLES:

- PLEASANT
- DOESN'T ALWAYS COMPLAIN
- SMILES AND SPEAKS TO OTHERS
- DOESN'T INTERUPT WHEN SOMEONE IS SPEAKING
- WILLING TO HELP OUT ON REASONABLE REQUESTS
- LISTENS
- COOPERATIVE
- DEPENDABLE

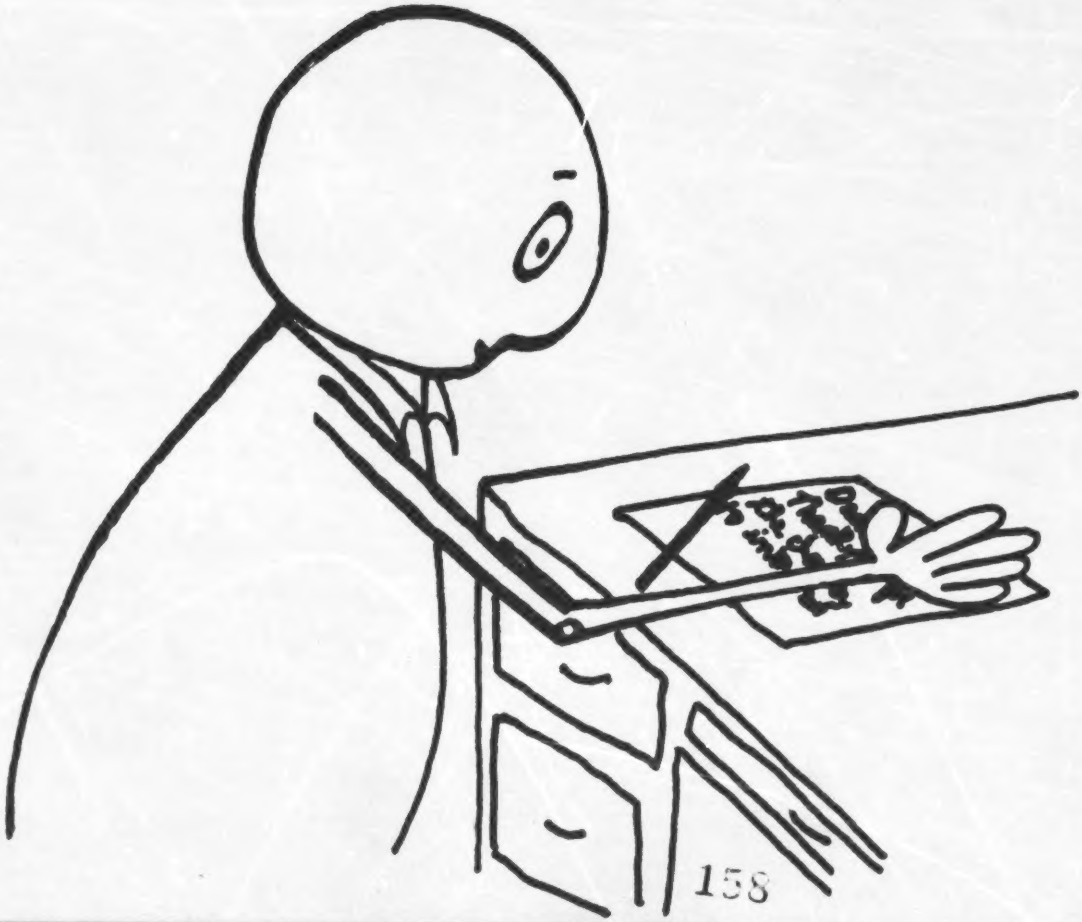


SOME PEOPLE GET JOBS
NOT BECAUSE THEY ARE
THE MOST QUALIFIED.
THEY GET, AND KEEP,
JOBS BECAUSE THEY ARE
PLEASANT TO BE AROUND.

ONE MORE THING. AFTER YOUR INTERVIEW, WRITE A THANK-YOU LETTER. BE SURE YOU HAVE THE INTERVIEWER'S NAME AND BUSINESS ADDRESS.

WRITE A SIMPLE LETTER THANKING THE PERSON FOR THE CHANCE TO TALK ABOUT THE WAYS YOU CAN MEET THEIR NEEDS. INCLUDE ONE SENTENCE SAYING AGAIN THAT YOU'D LIKE THE JOB.

SEND THE LETTER THAT NIGHT OR THE NEXT DAY.



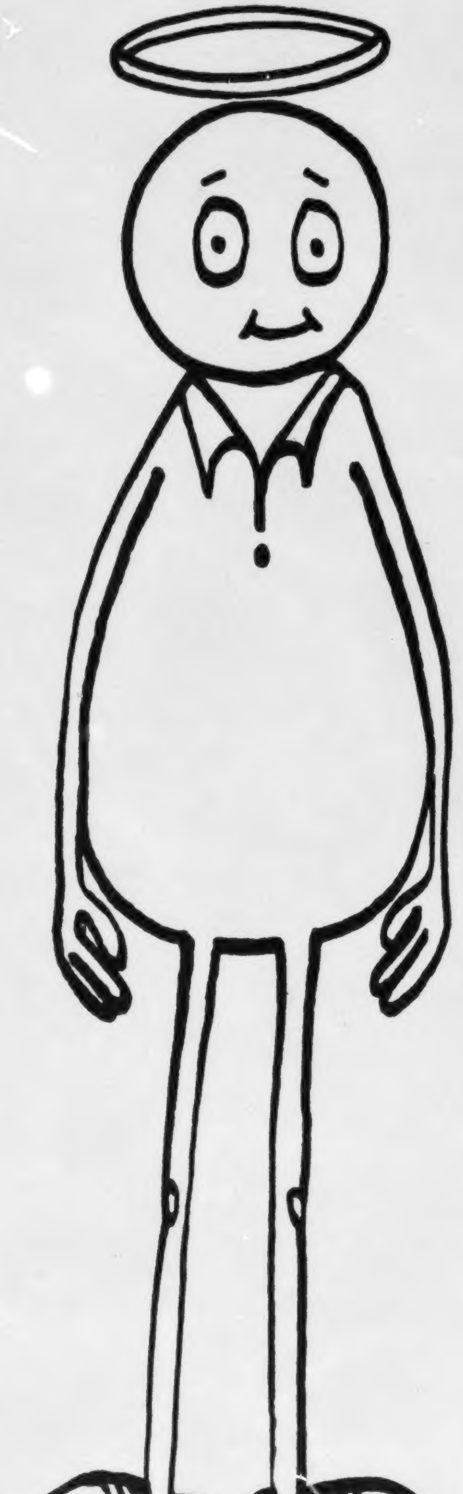
QUESTIONS . . .
QUESTIONS . . .
QUESTIONS . . .

DURING AN INTERVIEW
YOU WILL PROBABLY BE ASKED
A LOT OF QUESTIONS.

SOME OF THESE QUESTIONS
YOU MAY HAVE THOUGHT
ABOUT BEFORE. OTHER QUESTIONS
MAY BE NEW TO YOU.

ON PAGE 32 OF YOUR WORKBOOK
ARE SOME QUESTIONS
THAT YOU MIGHT BE ASKED.
TAKE TIME TO THINK ABOUT
EACH ONE. THEN WRITE OUT
WHAT YOU MIGHT ANSWER.

YOU MAY WANT TO SHOW WHAT
YOU'VE WRITTEN TO A FRIEND
OR YOUR CLASS INSTRUCTOR. SEE
IF THEY HAVE ANY SUGGESTIONS.



REMEMBER...

ALWAYS BE HONEST. DON'T TRY TO FOOL ANYONE BY TELLING SOMETHING THAT ISN'T TRUE ABOUT YOURSELF.

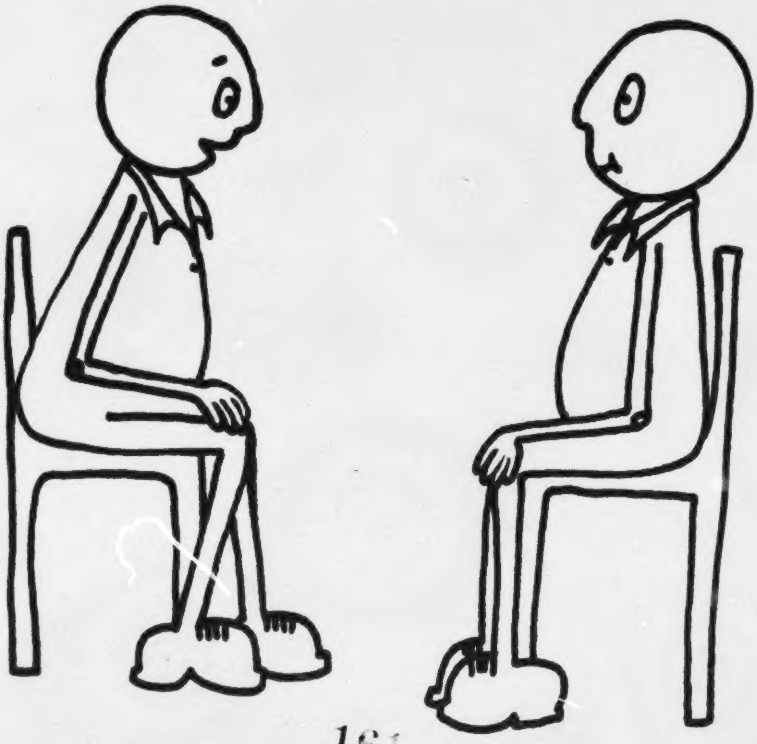
YOU DON'T NEED TO VOLUNTEER PAST MISTAKES OR BLUNDERS. BUT DON'T TRY TO COVER THEM UP, EITHER.

PRACTICE

ASK SOMEONE TO HELP YOU. MOST PEOPLE ARE GLAD TO HELP, PARTICULARLY IF THEY KNOW IT WILL HELP YOU GET A JOB.

ASK YOUR FRIENDS OR YOUR CLASS INSTRUCTOR. TALK WITH SOMEONE AT JOB SERVICE. MAYBE EVEN SOMEONE YOU'VE WORKED FOR IN THE PAST. PRACTICE AN INTERVIEW. DO IT SEVERAL TIMES SO THAT YOU'RE COMFORTABLE IN AN INTERVIEW.

THEN YOU'LL BE READY. YOUR CHANCES OF BEING HIRED WILL INCREASE.



REMEMBER THAT INTERVIEWING IS A GAME, AND YOU DON'T WIN THEM ALL. IF YOU FOLLOW THE SUGGESTIONS OF THIS KIT YOU'LL WIN MORE THAN YOU WOULD OTHERWISE.

TURN TO PAGE 35
IN YOUR
WORKBOOK.

DISCRIMINATORY QUESTIONS

LAWS PROTECT JOB-GETTERS
FROM BEING ASKED
DISCRIMINATORY QUESTIONS.

THESE KINDS OF QUESTIONS
ARE USUALLY ABOUT
AGE
SEX
MARITAL STATUS
RACE
RELIGION.

IF YOU ARE
ASKED A DISCRIMINATORY
QUESTION, YOU
WILL HAVE TO DECIDE
JUST WHAT TO DO.

YOU CAN GO AHEAD
AND ANSWER THE
QUESTION.

OR

YOU CAN SAY SOMETHING
LIKE:

> "IF YOU CAN EXPLAIN
> HOW MY ANSWER TO
> YOUR QUESTION IS ABOUT
> MY QUALIFICATIONS
> TO DO THE JOB,
> I'LL BE HAPPY TO
> DISCUSS IT WITH YOU."

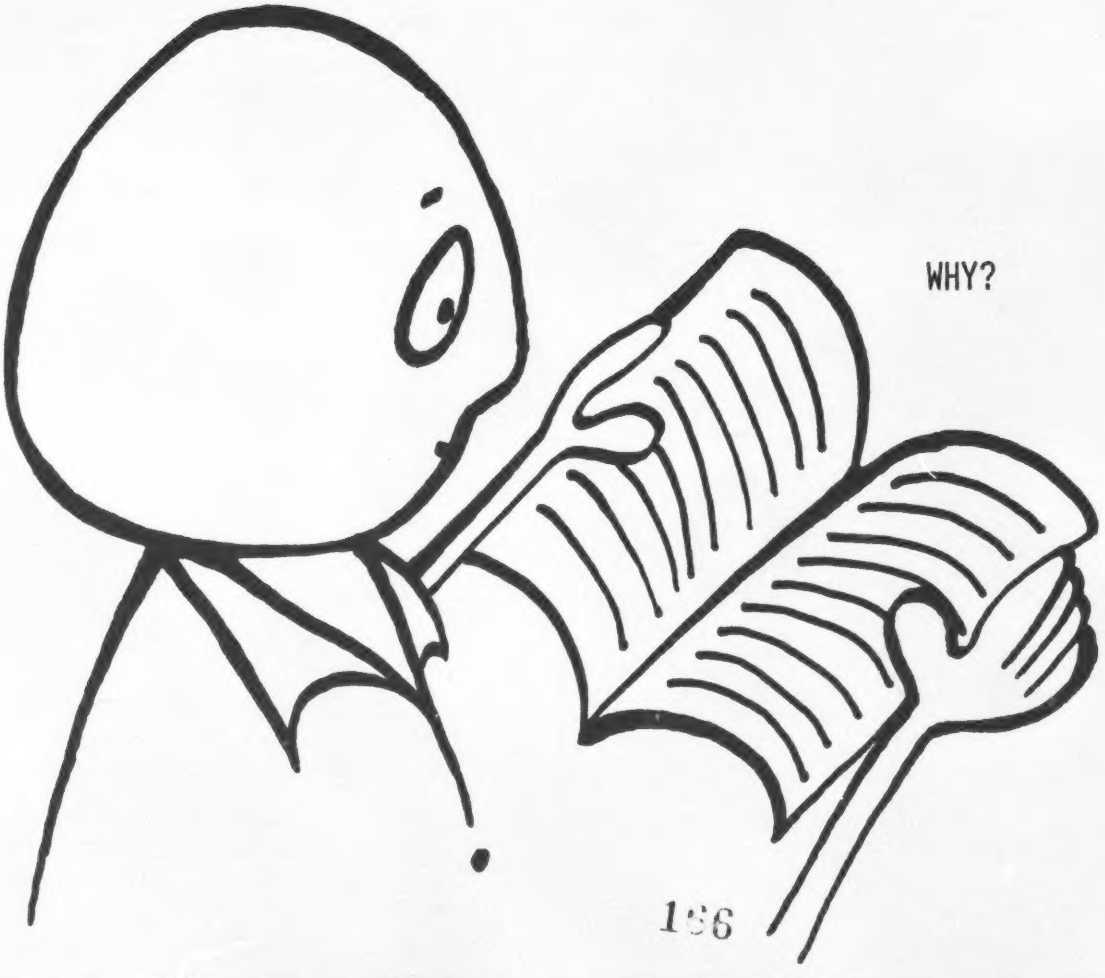
THIS KIND OF AN ANSWER
MAY NOT GET YOU THE JOB,
BUT DO YOU WANT
TO WORK FOR SOMEONE
WHO DISCRIMINATES?

IT'S UP TO YOU, REMEMBER.

CONGRATULATIONS!

YOU'VE TAKEN THE TIME
AND THE EFFORT TO READ AND
STUDY THIS KIT.

BECAUSE OF THIS EXTRA
EFFORT AND TIME,
YOU'LL BE A BETTER
JOB-GETTER THAN MOST
OTHER PEOPLE.



WHY?

BECAUSE . . .

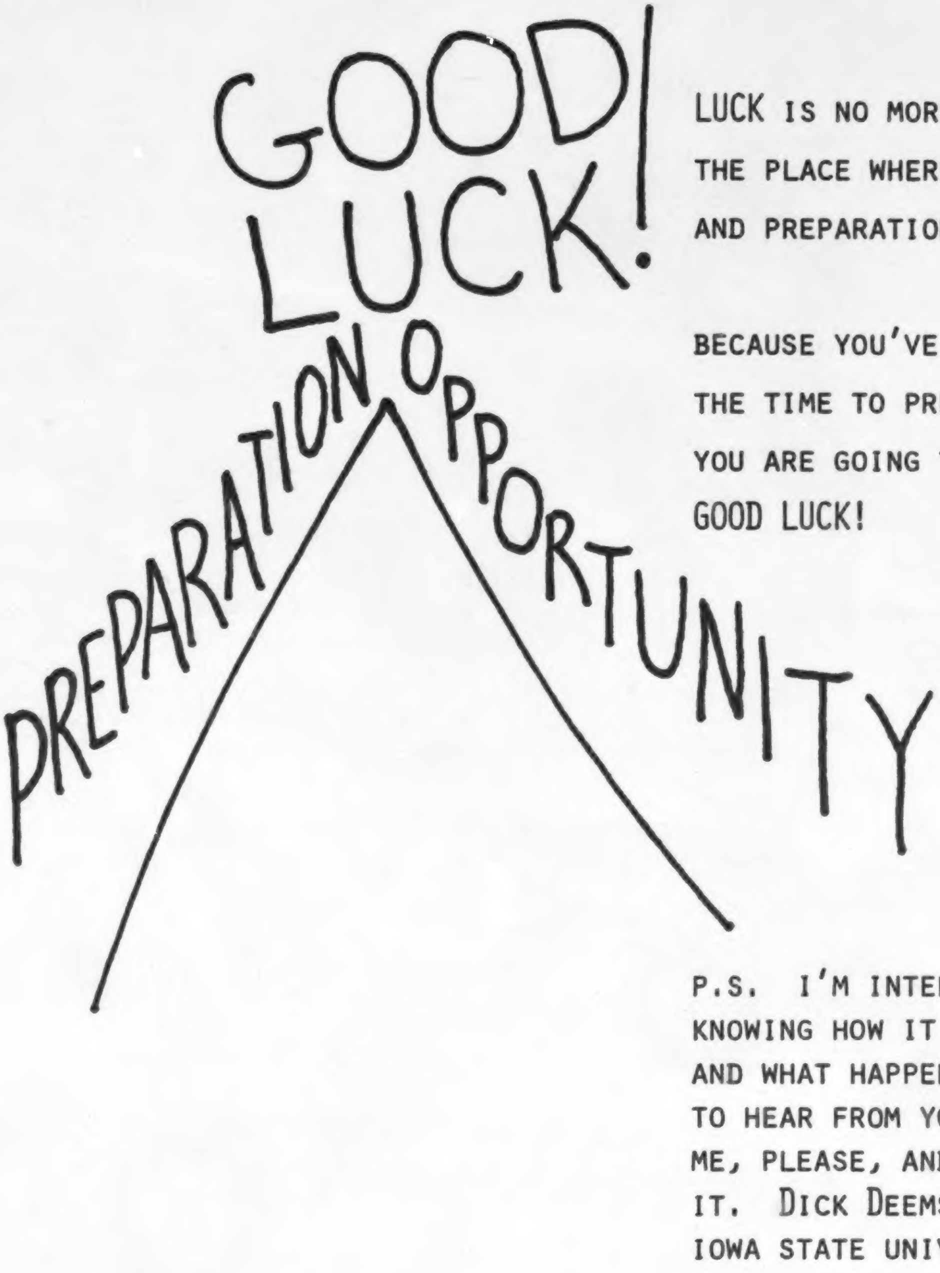
YOU KNOW THAT IT MAKES A DIFFERENCE HOW YOU LOOK WHEN YOU GO FOR AN INTERVIEW;

YOU KNOW HOW TO FILL OUT AN APPLICATION FORM;

YOU KNOW HOW TO FIND WHERE THE JOBS ARE;

YOU'VE TAKEN THE TIME TO THINK ABOUT THE JOB YOU WANT, HOW YOU CAN DO THAT JOB, AND WHY YOU WANT TO DO IT.

YOU ALSO KNOW HOW TO PREPARE FOR YOUR HIRING INTERVIEW.
AND, YOU WILL PREPARE FOR YOUR INTERVIEW!


GOOD LUCK!
PREPARATION
OPPORTUNITY

LUCK IS NO MORE THAN
THE PLACE WHERE OPPORTUNITY
AND PREPARATION MEET.

BECAUSE YOU'VE TAKEN
THE TIME TO PREPARE,
YOU ARE GOING TO HAVE
GOOD LUCK!

P.S. I'M INTERESTED IN KNOWING HOW IT WENT FOR YOU AND WHAT HAPPENED. I'D LIKE TO HEAR FROM YOU. WRITE TO ME, PLEASE, AND TELL ME ABOUT IT. DICK DEEMS, N246 QUAD, IOWA STATE UNIV., AMES, IA 50011.